HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, October 05, 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 October 5, 2021 in the Board room, 600 S. Commerce Avenue, Sebring

A Public Hearing of Highlands County Code Enforcement Thomas Dolney, Special Magistrate will be held at 1:30 p.m., on October 6, 2021, in the Board room of the Government Center, 600 S. Commerce Ave., Sebring

The Veterans Advisory Board will hold a regular meeting on October 7, 2021 at 3:30 p.m. in the Veteran Services Office, 7209 South George Blvd., Sebring

A Public Hearing of the Highlands County Planning & Zoning Commission and the Local Planning Agency will be held at 3:00 p.m., on October 12, 2021, in the Board room of the Highlands County Government Center, 600 S. Commerce Avenue, Sebring

The Highlands County Insurance Committee will hold a regular meeting at 10:00 a.m., on October 14, 2021 in the Board room of the Government Center, 600 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Request approval of a Proclamation recognizing October 3-9, 2021, "National 4-H Week" in Highlands County.*
Mackenna Crawford, Highlands County 4-H County Council President
Mrs. Ashley H.K. Gill, Highlands County 4-H Agent/ County Extension Director
No fiscal Impact
Proclamation 2021 National 4H Week.pdf

6.B *Request approval of a Proclamation recognizing the month of October 2021 as "Safe Sleep Awareness Month" .*
Ms. Sarah Donaldson, RN, with the Nurse Family Partnership Program

No fiscal impact.
Safe Sleep Month Proclamation (2021 HI).docx

7 PUBLIC COMMENT

8 CONSENT AGENDA

8.A *Request approval of the Amended Change Order form to modify GFNY Marathon Florida Sebring NewEvent Grant to allowreimbursement for Maintenances of Traffic (MOT) expenses.*
Casey Hartt, Lead Tourism Consultant
There is no fiscal impact.
Lidia Fluhme - Notarized_GFNYMarathon.ChangeOrder1.pdf

8.B *Request approval to extend Waiver of Fees for Special STARS (affiliated with Ridge Area ARC),for the rental of the O.S. Sam Polston Auditorium and Conference Room 1 at the Bert J. Harris Agricultural Center.*
Richard Fleeger, Parks & Facilities Superintendent
The fiscal impact of the waiver approval would result in a loss of rental revenue totaling up to $$380.00.
Speical Stars 21-22.pdf
2020-2021 Fees Waived 09.13.2021.pdf

8.C *Request to approve authorizing the Property Appraiser to extend the 2021 ad valorem property tax roll prior to completion of the Valuation Adjustment Board Hearings*
Randy Vosburg, County Administrator
No fiscal impact
Randy Vosburg Extend Tax Roll 2021.pdf

8.D *Request to approve and execute the plat of Palmetto at Altvater Road Commercial Properties for recordation.*
Clinton Howerton, Jr., P.E., County Engineer
There will be no additional fiscal impact, E. Altvater Road is maintained by the County already.
10363plat Palmetto-Altvater.pdf
2444 E Alvater Rd_Location Map-8.5X11.pdf

8.E *Request approval State Housing Initiative Program (SHIP) Annual Report for 2018-2019.*
Lucy Castillo, Housing Programs Coordinator
No fiscal impact.
ShipAnnualReport-2018-2019 Close Out Unsubmitted.pdf
AR Cert 2018-2019.pdf
HOUSING - Attachment I Income Level Breakdown 2018-2019.pdf

8.F *Request to waive the Landfill Tipping Fees for Highlands County Ag-Venture, Inc. November 16 through November 18, 2021*
Clinton Howerton, Jr., P.E., County Engineer
Landfill staff estimates that the Highlands County Ag-Venture, Inc. event will generate approximately three (3) tons of waste at a cost of $45.00 per ton for a total of $135.00 to be waived. The figures are based upon Highlands County Ag-Venture's estimate of 1

(one) 20-yard dumpster for the event.
Ag Venture Letter dated 10-25-21.pdf
Highlands County Ag-Venture Inc. Table of Waived Tipping fees.pdf

8.G *Request approval of Budget Amendment 20-21-143 for 3rd quarter reemployment charges*
David Nitz, OMB Manager
There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring $343.75 from cost center 2111 (Central Services) to cost center 2107 (Human Resources). In addition, there is no fiscal impact to Fund 401 (Solid Waste) or the overall budget as this budget amendment is realigning $217.17 in cost center 4210 (Refuse Collection System) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation).
20-21-143 Reemployment Tax - 3rd Q.pdf

8.H *Request to rename Lott Grade (duplicate road name) to Open Road.*
Clinton Howerton, Jr., P.E., County Engineer
The fiscal impact will be $100, the cost of a new street sign. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.
LottGrade Duplicate.pdf
Open Road Petition.pdf

8.I *Request approval of the 2021-2022 Health Services Grant Agreement for South Florida State College Foundation, Inc. per the recommendation of the Highlands County Hospital District Board.*
Ingra Gardner, Community Programs Director
There is no fiscal impact to Fund 005 (General) or the overall budget. This grant is included in the FY 2021-2022 budget.
2021-22 List of Grant Recommendations.docx
SFSC Foundation.pdf

8.J *Request approval of the Highlands County Industrial Development Authority's (IDA) recommendation to reappoint Craig Johnson, Jim Renfro, Dr. Thomas Leitzel, and newly appoint Ann Martin and Tommy Massey to the Highlands County IDA.*
Meghan DiGiacomo, Executive Manager of Business & Economic Development
Jeff King, Economic Development Manager
No Fiscal Impact
DRAFT Sep 2021 IDA Minutes.docx
Craig Johnson 2021 Application and Resume.pdf
Jim Renfro 2021 Application and Resume.pdf
Thomas Leitzel 2021 Application and Resume.pdf
Ann Martin 2021 Application and Resume.pdf
Tommy Massey 2021 Application and Resume.pdf
Dr. Thomas Leitzel Reappointment Rationale Letter.pdf

8.K *A resolution of the Highlands County Board of County Commissioners pertaining to economic development related confidentiality agreements.*
Meghan DiGiacomo, Executive Manager of Business & Economic Development
No Fiscal Impact

Resolution.County Administrator.Economic Development Confidentiality Agreement.SGS.docx

8.L *Accept Sebring Regional Airport Authority and Industrial Park Community Redevelopment Agency (CRA) 2021-2022 annual budget and budget amendments C21-03 and C21-04.*
Tanya Cannady, CPA, CDM
Business Services Director
No fiscal impact
Resolution CRA 21-04 Approving Budget Amendment C21-03.pdf
Resolution CRA 21-05 Approving 2021-2022 Budget.pdf
Resolution CRA 21-06 Approving the Appropriation of Funds Remaining C21-04.pdf

8.M *Request approval of the Tourism Development Council Lead Consultant contract with Gray Dog Publishing, Inc. for Fiscal Year 21-22.*
Leah Sauls, Development Services Director
The fiscal impact is an increase to Fund 152 (Tourist Development) and the overall FY22 budget in the amount of $17,700 to Cost Center 5301 (Tourist Dev - Operations), account 53400 (Contractual Services).
RFP 21-008 Intent to Award - TDC Consultant.pdf
8.19.2021_Draft_TDC_Min.pdf
RFP 21-008 Gray Dog Contract DMR 09-24-2021.docx

8.N *Request approval of Budget Amendment 20-21-144 for Pre-EOY Negative Account balance Clean-Up in Various Cost Centers.*
David Nitz, OMB Manager
There is no fiscal impact to the overall budget.
20-21-144 Cost Center Negative Balances (BA).pdf

9 PUBLIC HEARING

9.A *Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-584SS, for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).*
Sandra S. Vázquez, Planner I
There is no fiscal impact.
Staff Report CPA-21-584SS Guerrero & Sanchez
Application CPA-21-584SS Guerrero & Sanchez
Ordinance CPA-21-584SS Guerrero & Sanchez

9.B *Public hearing to consider adoption of P&Z Hearing No. 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3)*
Sandra S. Vázquez, Planner I
There is no fiscal impact.
Staff Report P&Z 2074 Guerrero & Sanchez BCC
Application P&Z 2074 Guerrero & Sanchez
Resolution P&Z 2074 Guerrero & Sanchez

9.C *Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-589SS, for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I).*
Sandra S. Vázquez, Planner I
There is no fiscal impact.
Staff Report CPA-21-589SS BCC C Elton Crews
Application CPA-21-589SS C Elton Crews
Ordinance CPA-21-589SS C Elton Crews

9.D *Public hearing to consider adoption of P&Z Hearing No. 2081, changing the Official Zoning Atlas for an approximate 4.44-acre parcel, from Agricultural District (AU) to Industrial District (I-2).*
Sandra S. Vázquez, Planner I
There is no fiscal impact.
Staff Report P&Z 2081 C Elton Crews BCC
Application P&Z 2081 C Elton Crews
Resolution P&Z 2081 C Elton Crews

10 ACTION AGENDA

10.A *Request Approval of the Highlands County Health Department's FY 21-22 Core Contract*
Tanya Cannady, Business Services Director
The fiscal impact is the funding amount of $256,535 in Fund 005 (General) which is included in the Adopted Budget for Fiscal Year 2021-2022.
Highlands BOCC FDOH 2021-2022 Core Contract.pdf

10.B *Request approval of Budget Amendment 21-22-001 and Resolution to realign and appropriate Sheriff budgeted funds within the General Fund to accomplish the grant/project program goals.*
Paul Blackman, Sheriff
There is no fiscal impact to Fund 005 (General) or overall budget. This budget amendment is realigning and setting up grant/project funds within the General Fund that have been budgeted or offset by incoming revenues in a total amount of $5,141,572.
21-22-001 Sheriff Set up (BA).pdf
21-22-001R Sheriff Set up (Resolution).pdf

10.C *Request approval of a letter to Governor Ron DeSantis supporting the appointment of Karen Healy to the office of Highlands County Supervisor of Elections.*
County Administrator Randy Vosburg
None
Letter Ron DeSantis.Support Karen Healy.SGS (003)Revised.docx

11 COUNTY ADMINISTRATOR AND LEGAL

11.A *County Attorney Status Report*
Sherry G. Sutphen, County Attorney
There is no fiscal impact.
COUNTY ATTORNEY LOG.pdf

11.B *Commissioner's Priorities and the Project Status Report*
Randy Vosburg, County Administrator
No Fiscal Impact.
Status - Commissioner's Priorities (FINAL) 10.5.2021.pdf
Status - Project Updates (FINAL) 10.5.2021.pdf

12 COMMISSIONERS

13 INFORMATIONAL

13.A *Board payables from October 5-18, 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." Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance to permit coordination of the service.

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

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

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: 10/05/21

PRESENTER:	**Mackenna Crawford, Highlands County 4-H County Council President** **Mrs. Ashley H.K. Gill, Highlands County 4-H Agent/ County Extension Director**
SUBJECT/TITLE:	**Request approval of a Proclamation recognizing October 3-9, 2021, "National 4-H Week" in Highlands County.**

STATEMENT OF ISSUE

National 4-H Week has been historically celebrated in each county for many years with over six million youth ages 5-18, taking part in 4-H programs each year. In Highlands County, we serve over 9,000 youth and work with 265 volunteers to conduct quality, positive youth development programming.

RECOMMENDED ACTION

Move to approve a Proclamation recognizing October 3-9, 2021, "National 4-H Week" in Highlands County.

FISCAL IMPACT

No fiscal Impact

Attachments: Proclamation 2021 National 4H Week.pdf

Highlands County, Florida

National 4-H Week Proclamation

WHEREAS, The first full week in October is annually recognized as National 4-H Week in the United States. and celebrates with more than six million youth, ages 5 to 18, taking part in 4-H club programs nationwide, and with 4-H ranking fourth in total awareness among agencies serving youth; and,

WHEREAS, The Florida 4-H Program has been positively impacting children's lives since 1909 and has celebrated over 100 years of service. The Florida Cooperative Extension Service conducts 4-H programs through the state's land-grant university, the University of Florida, with the mission to create supportive environments where diverse youth and caring adults may gain the knowledge and life skills they need to be productive, responsible citizens; and,

WHEREAS, 4-H addresses issues facing youth wherever they live -- in inner cities, suburbs and rural communities -- and helps break barriers by focusing on learning-by-doing and building self-esteem, leadership and citizenship skills in our youth, focusing on critical issues such as protecting the environment and address childhood obesity; and,

WHEREAS, approximately 230,000 youth are active in 4-H programs in the state of Florida with more than 9,000 youth actively involved community clubs, special interest projects, day and residential camping programs, and school enrichment in Highlands County annually; and,

WHEREAS, exciting, fun and student-centered educational programs such as food and nutrition, science and technology, natural resources, substance abuse prevention, growing plants, caring for livestock animals, workforce preparation, community pride, citizenship and leadership are available through Highlands County 4-H programs; and,

NOW THEREFORE BE IT RESOLVED that the Highlands County Board of County Commissioners of Highlands County, Florida hereby salutes more than 265 adult and youth volunteers in Highlands County, more than 14,000 throughout Florida and more than 600,000 nationwide, for their generous donation of time, talent and countless hours each year in preparing and teaching youth.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of County Commissioners of Highlands County Florida, hereby proclaims October 3-9, 2021 as 4-H Week in Highlands County.

Done and adopted this 5th day of October 2021.

_____

Scott Kirouac, Chair

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 05, 2021

PRESENTER: **Ms. Sarah Donaldson, RN, with the Nurse Family Partnership Program**

SUBJECT/TITLE: **Request approval of a Proclamation recognizing the month of October 2021 as "Safe Sleep Awareness Month" .**

STATEMENT OF ISSUE

Sudden Unexpected Infant Death (SUID) is one of the leading causes of death in infants (0-364 days) and is often associated with preventable unsafe infant sleep practices and environments. The Healthy Start Coalition of Hardee, Highlands & Polk Counties, Inc. has submitted a Proclamation for the Board's consideration to both raise awareness of the dangers contributing to SUID and to educate the public on safe sleep practices to prevent this public health issue.

RECOMMENDED ACTION

Move approval to adopt a Proclamation recognizing the month of October 2021 as "Safe Sleep Awareness Month" .

FISCAL IMPACT

No fiscal impact.

Attachments: Safe Sleep Month Proclamation (2021 HI).docx

SAFE SLEEP AWARENESS MONTH

WHEREAS Sudden Unexpected Infant Death (SUID) is heartbreaking, and can happen in any family regardless of income, education, or community; and

WHEREAS, SUID is one of the leading causes of death in infants (0-364 days) and is often associated with preventable unsafe infant sleep practices and environments; and

WHEREAS, Research shows that a child's brain grows rapidly during safe sleep; and

WHEREAS, Babies should always be put to sleep on their backs, alone in their own crib or bassinet; with no bumpers, pillows, quilts, comforters, or other soft surfaces in the crib; and

WHEREAS, Moms and dads should not share beds with their babies and anyone under the influence of drugs, alcohol, or smoking should not be resting with the baby; and

WHEREAS, Local and national agencies such as Healthy Start Program, Drug Free Highlands, Florida Department of Health in Highlands County, Healthy Start Coalition, Nurse Family Partnership, Redlands Christian Migrant Association, Early Steps, Department of Children & Family, Central Florida Health Care, and their partnering agencies educate Highlands County residents on safe sleep practices; and

WHEREAS, the Highlands County Board of County Commissioners recognizes that infant unsafe sleeping is a public health issue in Highlands County and across the country, and together we can help by ensuring any person caring for a baby is using safe sleep practices

NOW, THEREFORE, be it resolved, that the County Commission of Highlands County, Florida hereby proclaim the month of October 2021, as "Safe Sleep Awareness Month" and extend their continued support for the efforts of local agencies to promote safe sleep practices in Highlands County.

DONE AND ADOPTED THIS 5TH DAY OF OCTOBER 2021

_____

Scott Kirouac, Chair
Highlands County Board of County Commissioners

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER:	**Casey Hartt, Lead Tourism Consultant**
SUBJECT/TITLE:	**Request approval of the Amended Change Order form to modify GFNY Marathon Florida Sebring New Event Grant to allow reimbursement for Maintenances of Traffic (MOT) expenses.**

STATEMENT OF ISSUE

The Tourist Development Council on Aug 19, 2021, at the regularly scheduled meeting, recommended allowing GFNY Marathon Florida Sebring to ammend their reimbursable expenses to allow Maintenances of Traffic (MOT) pending BOCC approval.

RECOMMENDED ACTION

Move to approve the Amended Change Order form to modify GFNY Marathon Florida Sebring New Event Grant to allow reimbursement for Maintenances of Traffic (MOT) expenses.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Lidia Fluhme - Notarized_GFNYMarathon.ChangeOrder1.pdf

HIGHLANDS COUNTY
SPECIAL EVENT/PROJECT GRANT CONTRACT
CHANGE ORDER 1

CONTRACTOR

NAME:	GRAN FONDO NEW YORK, INC.
ADDRESS:	5114 KENNEDY BLVD WEST, SUITE 16 WEST, NEW YORK, NJ 07093
EIN NO:	27-2506250

Pursuant to paragraph 6 of the General Terms and Conditions of that Contract between HIGHLANDS COUNTY and GRAN FONDO NEW YORK, INC., dated September 2, 2020, the Contract is hereby amended as follows:

Attachment A referenced in paragraph 1 of the Compensation section of the Contract is hereby deleted in its entirety and replaced with **Exhibit "A"** attached hereto.

All other terms and conditions of the Contract shall remain unchanged.

Dated this 7th day of September 2021.

GRAN FONDO NEW YORK, INC.

By: _____
Print: Lidia Fluhme
Title: President

STATE OF Texas
COUNTY OF Harris

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [✓] online notarization of Lidia Fluhme as the Representative of GRAN FONDO NEW YORK, Inc., who personally swore or affirmed that he/she is authorized to execute this Agreement and who is personally known to me or who produced Drivers License as identification, and who did/did not take an oath this 15 day of September, 2021.

DAVID LEE FLORES
ELECTRONIC NOTARY PUBLIC
STATE OF TEXAS
NOTARY ID: 132861072
COMISSION EXP: JAN 11, 2025

_____
NOTARY PUBLIC, State of Texas

BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY

Document Notarized using a Live Audio-Video Connection

_____
Scott Kirouac, Chairman

ATTEST:

_____
Jerome Kaszubowski, Clerk

G:\COUNTY\Tourist Development Council\Grant Contracts\TDC Contract Blank-082520.doc

Document Id: F30F16E0-1594-11EC-AE61-0D35A2FFE2D7
OnlineNotary.net

EXHIBIT "A"

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request approval to extend Waiver of Fees for Special STARS (affiliated with Ridge Area ARC),for the rental of the O.S. Sam Polston Auditorium and Conference Room 1 at the Bert J. Harris Agricultural Center.**

STATEMENT OF ISSUE

The Special STARS Organization, (affiliated with the Ridge Area ARC) is requesting an extension to waive rental fees for the use of the O.S. Sam Polston Auditorium and Conference Room 1 at the Bert J. Harris Agricultural Center. Special STARS desires to host its annual Christmas Party on December 4, 2021 for the athletes served in this program. This hinges on the fact that the recent surge of COVID cases will drop by then.

Per the FY 2020-2021 Schedule of Fees, the rental fee is $290.00 Rental Fee and a $270.00 Damage Deposit. There is also a $20.00/hr. set up or extraordinary cleanup fee (estimated 2 hours) and a $25.00/day fee for the use of marquee (estimated 2 days).

The Special STARS have provide proof of liability insurance coverage, non-profit exemption and will comply with the Building Use Rules and Regulations.

RECOMMENDED ACTION

Move approval the extension of waiver of fees, deposit, set-up fees and marquee fees for the Special STARS Organization (affiliated for Ridge Area ARC) for rental of the O.S. Sam Polson Auditorium and Conference Room 1 at the Bert J. Harris Agricultural Center.

FISCAL IMPACT

The fiscal impact of the waiver approval would result in a loss of rental revenue totaling up to $$380.00.

Attachments: Speical Stars 21-22.pdf
2020-2021 Fees Waived 09.13.2021.pdf

Special STARS
Sports Training And Recreational Services
120 West College Drive
Avon Park, FL 33825

September 1, 2021

Highlands County Board of County Commissioners
600 S. Commerce Avenue
Sebring, FL 33870

Dear County Commissioners:

Special STARS, which is affiliated with Ridge Area Arc, a 501(c) (3) nonprofit organization, would like to request that all fees to be waived for the usage of all rooms at the Bert J. Harris Jr. Agricultural Center in Sebring on Dec. 4.

Special STARS would like to host its annual Christmas Party on Dec. 4 for the athletes served in this program. This hinges on the fact that the recent surge of COVID cases will drop by then.

There are more than 300 special athletes – children and adults – who participate in this program throughout the year. We provide sports training and competitions in 14 different sports and eight recreational activities for people with mental and physical disabilities.

We are providing a general Certificate of Liability form. If there are any questions, I can be reached at 863-452-1295, ext. 124 or 863-443-0438. Thank you for your time and consideration.

Sincerely,

Cindy Marshall

Cindy Marshall
Special STARS Coordinator

Ridge Area Arc is registered with the state under the Solicitations of Contributions Act, 1991 under The Arc of Florida Registration #: CH428. A copy of the official registration and financial information may be obtained from the Division of Consumer Service by calling toll-free with the state, 1-800-435-7252. Registration does not imply endorsement, approval or recommendation by the state.

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	25	$ 12,500.00	$ 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 Athetic 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 / Agri Civic Center - Auditorium	11	$ 15,195.00	$ 340.00

9/13/2021

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER: **Randy Vosburg, County Administrator**

SUBJECT/TITLE: **Request to approve authorizing the Property Appraiser to extend the 2021 ad valorem property tax roll prior to completion of the Valuation Adjustment Board Hearings**

STATEMENT OF ISSUE

Tax Collector Eric Zwayer is requesting that the Board authorize the Property Appraiser to extend the 2021 ad valorem property tax roll prior to completion of the Value Adjustment Board Hearings

RECOMMENDED ACTION

Move to approve authorizing the Property Appraiser to extend the 2021 ad valorem property tax roll prior to completion of the Valuation Adjustment Board Hearings.

FISCAL IMPACT

No fiscal impact

Attachments: Randy Vosburg Extend Tax Roll 2021.pdf

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

September 16, 2021

Randy Vosburg, County Administrator
600 South Commerce Avenue
Sebring, Florida 33870

Dear Mr. Vosburg:

This letter is being submitted as a formal request asking the Board of County Commissioners to authorize the Property Appraiser to extend the 2021 ad valorem property tax roll prior to completion of the Valuation Adjustment Board hearings. It is important to afford the taxpayers of Highlands County the opportunity to pay their taxes during each of the four discount periods allowed by law. Prompt action by the Board will ensure this. This extension will also allow the collection of revenue for the various taxing authorities to begin November 1, 2021. Authority for early extension of the tax roll is provided in F.S. 197.323. Thank you.

Sincerely,

Eric T. Zwayer

Eric T. Zwayer
Tax Collector
Serving Highlands County

cc: Honorable Raymond McIntyre, Property Appraiser

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request to approve and execute the plat of Palmetto at Altvater Road Commercial Properties for recordation.**

STATEMENT OF ISSUE

Attached for your consideration and approval is the Plat Mylar for Palmetto at Altvater Road, which was prepared by Basepoint Surveying, Inc., on behalf of the owners of Palmetto Avon Park – HWY 17, LLC. The land subdivision process has been completed for this portion of property located at 2444 E. Altvater Road, Avon Park, FL 33825, as outlined in Chapter 12, Article 4 of the Highlands County Code of Ordinances Land Development Regulations.

The County Attorney, County Engineer, County Surveyor, and a designee for Development Services Director have all approved and sighed the referenced plat for recordation. The Fire Marshal, GIS/Addressing Manager, Zoning Supervisor, Planning Supervisor, and Building Official have all approved the plat.

RECOMMENDED ACTION

Move to approve and execute the plat of Palmetto at Altvater Road for recordation.

FISCAL IMPACT

There will be no additional fiscal impact, E. Altvater Road is maintained by the County already.

Attachments: 10363plat Palmetto-Altvater.pdf
2444 E Alvater Rd_Location Map-8.5X11.pdf

PALMETTO - ALTVATER ROAD

BEING A REPLAT OF A PORTION OF LOTS 1, 2 & 3 OF MIDWAY, RECORDED IN PLAT BOOK 4, PAGE 43 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA, ALSO BEING IN SECTION 6, TOWNSHIP 34 SOUTH, RANGE 29 EAST, HIGHLANDS COUNTY, FLORIDA

CERTIFICATE OF OWNERSHIP AND DEDICATION:

STATE OF FLORIDA
COUNTY OF POLK

KNOWN TO ALL MEN BY THESE PRESENTS THAT PALMETTO AVON PARK - HWY 17, LLC, A FLORIDA LIMITED LIABILITY COMPANY, THE OWNER OF THAT PROPERTY DESCRIBED IN THIS PLAT ENTITLED "PALMETTO - ALTVATER ROAD", HAS CAUSED THE SAME TO BE SURVEYED AND MAPPED AND CERTIFIES OWNERSHIP OF SAID PROPERTY, AND DOES HEREBY DEDICATE TRACT 2 TO HIGHLANDS COUNTY, FLORIDA, IN FEE SIMPLE FOR RIGHT OF WAY PURPOSES, WITH SUCH TRACT 2 BEING SUBJECT TO THAT PORTION OF THE EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 2299, PAGE 1904, OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA, AS SHOWN HEREON.

BY: PALMETTO AVON PARK - HWY 17, LLC

BY: PALMETTO CAPITAL GROUP, LLC
ITS MANAGER

WITNESS: _____
SIGNATURE

_____
PRINTED NAME

BY: HOUGHTON FAMILY ENTITIES, LLC
ITS MANAGER

BY: _____
MICHAEL D. HOUGHTON, MANAGER

WITNESS: _____
SIGNATURE

_____
PRINTED NAME

WITNESS: _____
SIGNATURE

_____
PRINTED NAME

ACKNOWLEDGMENT:

STATE OF FLORIDA
COUNTY OF POLK

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF [__] PHYSICAL PRESENCE OR [__] ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2021, BY MICHAEL D. HOUGHTON, AS MANAGER OF HOUGHTON FAMILY ENTITIES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, AS MANAGER OF PALMETTO CAPITAL GROUP, LLC, A GEORGIA LIMITED LIABILITY COMPANY, AS MANAGER OF PALMETTO AVON PARK - HWY 17, LLC,, A FLORIDA LIMITED LIABILITY COMPANY, ON BEHALF OF THE ENTITIES. HE [__] IS PERSONALLY KNOWN TO ME OR [__] HAS PRODUCED _____ AS IDENTIFICATION.

MY COMMISSION EXPIRES: _____

_____
NOTARY PUBLIC, STATE OF FLORIDA

_____
PRINTED NAME

JOINER AND CONSENT TO DEDICATION:

STATE OF GEORGIA
COUNTY OF THOMAS

KNOW ALL MEN BY THESE PRESENTS THAT THOMASVILLE NATIONAL BANK, 301 N BROAD STREET, THOMASVILLE, GA 31792, THOMAS COUNTY, GEORGIA, AN OWNER AND HOLDER OF THAT CERTAIN MORTGAGE RECORDED APRIL 12, 2021 IN OFFICIAL RECORDS BOOK 2815, PAGE 575 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA, DOES HEREBY CONSENT TO THIS PLAT AND JOINS IN THIS DEDICATION.
IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HAND AND CORPORATE SEAL THIS _____ DAY OF _____ A.D. 2021.

WITNESS: _____
SIGNATURE

_____
PRINTED NAME

_____
SIGNATURE

_____
PRINTED NAME

WITNESS: _____
SIGNATURE

_____
PRINTED NAME

HANK STONE,
EXECUTIVE VICE PRESIDENT

ACKNOWLEDGMENT:

STATE OF GEORGIA
COUNTY OF THOMAS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF [__] PHYSICAL PRESENCE OR [__] ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2021, BY HANK STONE, AS EXECUTIVE VICE PRESIDENT OF THOMASVILLE NATIONAL BANK, A GEORGIA BANKING CORPORATION, ON BEHALF OF THE BANK. HE OR SHE [__] IS PERSONALLY KNOWN TO ME OR [__] HAS PRODUCED _____ AS IDENTIFICATION.

MY COMMISSION EXPIRES: _____

_____
NOTARY PUBLIC, STATE OF FLORIDA

_____
PRINTED NAME

CERTIFICATE OF SURVEYOR:

STATE OF FLORIDA

COUNTY OF HIGHLANDS

I HEREBY CERTIFY THAT THIS PLAT ENTITLED "PALMETTO - ALTVATER ROAD", COMPRISED OF 1 SHEET, IS A TRUE AND CORRECT REPRESENTATION OF THE LANDS SURVEYED AND THAT THE PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION AND THAT IT COMPLIES WITH THE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, BOARD OF PROFESSIONAL LAND SURVEYORS' STANDARDS OF PRACTICE FOR LAND SURVEYING AS DEFINED IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, AND WITH CHAPTER 177, FLORIDA STATUTES AND COMPLIES WITH THE HIGHLANDS COUNTY LAND DEVELOPMENT CODE. I FURTHER CERTIFY THAT THE PERMANENT REFERENCE MONUMENTS HAVE BEEN SET AND THAT PERMANENT CONTROL POINTS HAVE BEEN SET OR WILL BE SET IN ACCORDANCE WITH CHAPTER 177, FLORIDA STATUTES.

_____ _____
SIGNATURE DATE

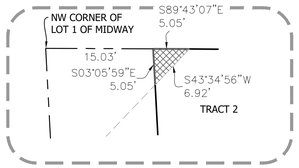
_____
PRINTED NAME
FLORIDA PROFESSIONAL LAND SURVEYOR NUMBER 5568

BASEPOINT SURVEYING, INC.
BASEPOINT SURVEYING INC.
150 SOUTH WOODLAWN AVENUE
BARTOW, FL 33830
CERTIFICATE OF AUTHORIZATION NUMBER 8112

PHONE: (863) 537-7413
MAILING: P.O. BOX 253, BARTOW, FL 33831
PHYSICAL: 150 SOUTH WOODLAWN AVENUE, BARTOW, FL 33830
FLORIDA CERTIFICATE OF AUTHORIZATION # LB 8112

DETAIL:

CROSS-HATCHED AREA IS THAT PORTION OF THE UTILITY EASEMENT PER O.R.B. 2299, PAGE 1904 FALLING WITHIN THE PLATTED PARCEL (SCALE 1" = 10')
THIS AREA ULTIMATELY FALLS IN PUBLIC R/W UPON RECORDING OF THIS PLAT



LEGAL DESCRIPTION:

Lots 1, 2 and 3 LESS the East 359.00 feet thereof, of MIDWAY, according to the Plat as recorded in Plat Book 4, Page 43, of the Public Records of Highlands County, Florida.

LESS AND EXCEPT

A portion of Lots 1, 2 and 3 of the plat of MIDWAY, as recorded in Plat Book 4, Page 43, of the Public Records of Highlands County, Florida, also being in Section 6, Township 34 South, Range 29 East and being more particularly described as follows;

Begin at the northwest corner of said Lot 1; thence S 89°43'07" E along the north line of said Lot 1 a distance of 15.03 feet; thence S 03°05'59" E parallel with the west boundary of said Lots 1-3 a distance of 221.48 feet to the beginning of a curve concave to the west and having a radius of 5777.58 feet; thence parallel with the west line of said Lot 3 along said curve to the right through a central angle of 00°46'49" an arc distance of 78.67 feet (chord bearing = S 02°41'22" E, chord = 78.67 feet) to the south line of said Lot 3; thence N 89°41'10" W along said south line a distance of 15.02 feet to the southwest corner of said Lot 3 and being on the east right of way of State Road 17 as shown on State Road Department Right of Way Map Project 562-C, Section 0904 and also being a point on a non-tangent curve concave to the west and having a radius of 5762.58 feet; thence along the west line of said Lot 3, said right of way and said curve to the left through a central angle of 00°46'24" an arc distance of 77.78 feet (chord bearing = N 02°41'34" W, chord = 77.78 feet); thence N 03°05'59" W continuing along said right of way and the west line of said Lots 1-3 a distance of 222.37 feet to the Point of Beginning.

NOTES:

1.) NORTH, THE COORDINATES AND THE BEARINGS SHOWN HEREON ARE REFERENCED TO THE EAST ZONE OF THE FLORIDA STATE PLANE COORDINATE SYSTEM, NAD 83 (2011 ADJUSTMENT), THE BEARING OF N 89°43'07" W ALONG THE SOUTH RIGHT OF WAY OF ALTVATER ROAD IS HELD AS REFERENCE.

2.) A PLAT PROPERTY INFORMATION REPORT, DATED JUNE 18, 2021, PREPARED BY AKERMAN LLP, WAS REVIEWED AND EASEMENTS ENCUMBERING THE SUBJECT PARCEL ARE AS FOLLOWS:

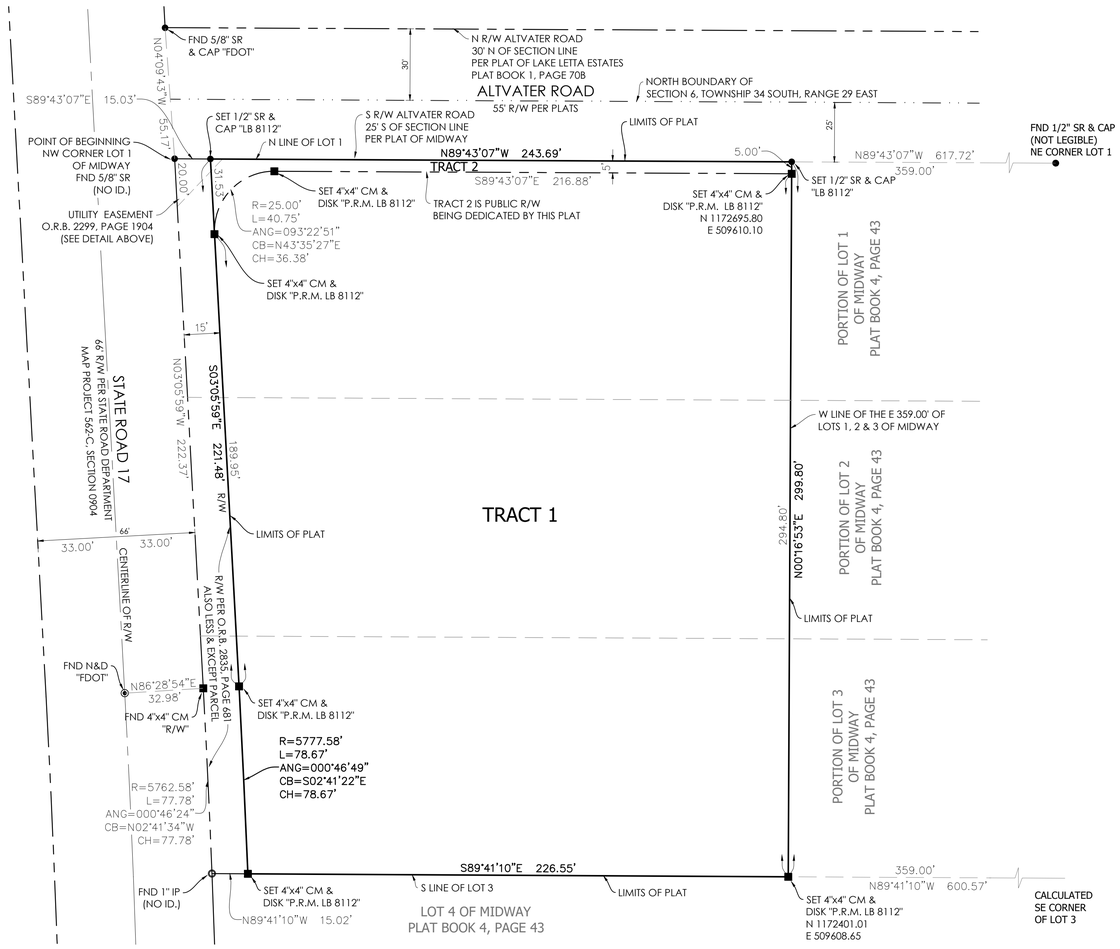
UTILITY EASEMENT PER O.R.B. 2299, PAGE 1904

3.) THE SUBJECT PROPERTY IS LOCATED WITHIN FLOOD ZONE "X - AREA DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN", ACCORDING TO FEMA MAP NUMBER 12055C0137 C, EFFECTIVE DATE 11/18/2015.

4.) THE WATER AND SEWER FACILITIES SERVING THE PLATTED PARCEL ARE TO BE PROVIDED BY THE CITY OF SEBRING.

5.) THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT.

6.) NOTICE: THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

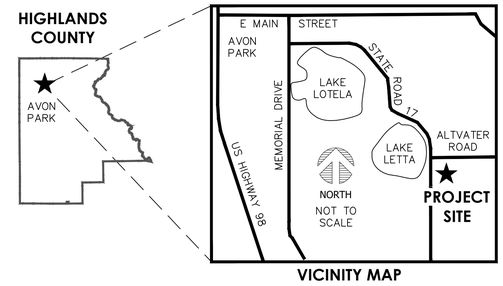


LEGEND:

O.R.B.	OFFICIAL RECORDS BOOK	CM	CONCRETE MONUMENT
R	RADIUS	P.R.M.	PERMANENT REFERENCE MONUMENT
L	ARC LENGTH	FND	FOUND
ANG	CENTRAL ANGLE	N&D	NAIL AND DISK
CB	CHORD BEARING	IP	IRON PIPE
CH	CHORD LENGTH	R/W	RIGHT OF WAY
ID.	IDENTIFICATION		
SR	STEEL ROD		

NORTH

SCALE: 1" = 30'
0' 30' 60'



VICINITY MAP

CERTIFICATE OF APPROVAL BY BOARD OF COUNTY COMMISSIONERS

STATE OF FLORIDA
COUNTY OF HIGHLANDS

THIS IS TO CERTIFY THAT THE BOARD HAS APPROVED THIS PLAT FOR RECORDING THIS _____ DAY OF _____, 2021.

SIGNED _____ CHAIRMAN OF THE BOARD

ATTEST _____ CLERK OF THE BOARD

CERTIFICATE OF APPROVAL BY COUNTY ENGINEER

STATE OF FLORIDA
COUNTY OF HIGHLANDS

THIS IS TO CERTIFY THAT I HAVE EXAMINED AND APPROVED THIS PLAT.

_____ _____
CLINTON HOWERTON, JR. P.E., COUNTY ENGINEER DATE

CERTIFICATE OF APPROVAL BY DEVELOPMENT SERVICES DIRECTOR

STATE OF FLORIDA
COUNTY OF HIGHLANDS

THIS IS TO CERTIFY THAT I HAVE EXAMINED AND APPROVED THIS PLAT.

_____ _____
LEAH SAULS DEVELOPMENT SERVICES DIRECTOR DATE

CERTIFICATE OF APPROVAL BY COUNTY ATTORNEY

STATE OF FLORIDA
COUNTY OF HIGHLANDS

THIS IS TO CERTIFY THAT I HAVE EXAMINED AND APPROVED THIS PLAT.

_____ _____
SHERRY G. STUPHEN, COUNTY ATTORNEY DATE

CERTIFICATE OF APPROVAL BY COUNTY SURVEYOR

STATE OF FLORIDA
HIGHLANDS COUNTY

THIS PLAT HAS BEEN REVIEWED AND FOUND TO BE SUBSTANTIALLY IN COMPLIANCE WITH THE PROVISIONS OF CHAPTER 177, FLORIDA STATUTES, RELATING TO THE MAKING OF MAPS AND PLATS.

_____ _____
RALPH H. WHISLER, III, P.L.S., COUNTY SURVEYOR DATE
FLORIDA REGISTRATION NO. 5248

CERTIFICATE OF CLERK

STATE OF FLORIDA
COUNTY OF HIGHLANDS

I, JEROME N. KASZUBOWSKI, CLERK OF THE CIRCUIT COURT OF HIGHLANDS COUNTY, FLORIDA, DO HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND THAT IT COMPLIES WITH THE LAWS OF THE STATE OF FLORIDA REGULATING THE MAKING OF SURVEYS AND THE FILING FOR RECORDING OF MAPS AND PLATS, AND THIS DAY FILED THE SAME FOR RECORDING IN BOOK _____ OF PLATS AT PAGE _____ OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

WITNESS MY HAND AND OFFICIAL SEAL AT SEBRING, HIGHLANDS COUNTY, FLORIDA THIS _____ DAY OF _____, 2021.

_____ CLERK OF THE CIRCUIT COURT.

PLAT BOOK _____, PAGE _____

SHEET 1 OF 1



HIGHLANDS COUNTY
ENGINEERING DEPARTMENT
505 S. COMMERCE AVENUE
SEBRING, FLORIDA 33870

APPROVED BY: JAMES D. LANGFORD, JR., P.E.
FLORIDA REGISTRATION NO.: 78402
DATE:

2444 E. ALVATER RD.,
AVON PARK

LOCATION MAP

DRAWN BY: STACEY MAHONEY
CHECKED BY: J.D. LANGFORD, P.E.
IN CHARGE: J.D. LANGFORD, P.E.

SCALE: HORIZ. 1"=100' VERT. N/A
DRAWING NO. N/A
REV. 0
DATE: 9/15/2021
SHEET 1 OF 1

REVISIONS

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request approval State Housing Initiative Program (SHIP) Annual Report for 2018-2019.**

STATEMENT OF ISSUE

The State Housing Initiatives Partnership (SHIP) Grant Year 2018-2019 funds were awarded to the County in 2018 for eligible housing activities in accordance with the adopted Local Housing Assistance Plan (LHAP). The LHAP guidance documents allowed a 2-year period to encumber funds and an additional year to expend in accordance with state rule. The expenditure deadline was June 30, 2021.
Florida Housing Trust Fund disbursed approximately $44.4 million in SHIP funds. These funds were then allocated to Florida Counties as FY 2018-2019. Highlands County received $350,000 and other funds were used from program income.
Each year, the County submits an annual report for 3 distributions. Generally, 'First received, First expended" the other two are the interim reports. It is requested that the Board of County Commissioners review and approve the attached Highlands County SHIP Program Grant Years 2018-2019, 2019-2020 (Interim Year 1) and 2020-2021 (Interim Year 2) Annual Report for the submission to the Florida Housing Finance Corporation.
Please see Attachment 1 for breakdown of programs by income levels.

RECOMMENDED ACTION

Move to approve The Highlands County Ship Program Annual Report for 2018-2019, 2019-2020 And 2020-2021.

FISCAL IMPACT

No fiscal impact.

Attachments: ShipAnnualReport-2018-2019 Close Out Unsubmitted.pdf
AR Cert 2018-2019.pdf
HOUSING - Attachment I Income Level Breakdown 2018-2019.pdf

Title: SHIP Annual Report

Report Status: Unsubmitted

Highlands County FY 2018/2019 Closeout

Form 1

SHIP Distribution Summary

Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	Purchase Assistance	$222,649.00	14				
3	Rehabilitation	$303,889.10	21				
5	Disaster Assistance	$36,628.40	21				
6	Emergency Repair	$6,600.00	2				
7	Foreclosure Prevention	$7,813.14	2				
	Homeownership Totals:	**$577,579.64**	**60**				

Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
	Rental Totals:						
	Subtotals:	**$577,579.64**	**60**				

Additional Use of Funds

Use	Expended
Administrative	$35,000.00
Homeownership Counseling	
Admin From Program Income	$14,131.46
Admin From Disaster Funds	

Totals:	**$626,711.10**	**60**	**$.00**	**$.00**

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	$350,000.00
Program Income (Interest)	$12,228.96
Program Income (Payments)	$270,400.32
Recaptured Funds	$.00
Disaster Funds	
Other Funds	
Carryover funds from previous year	$1,329.69
Total:	**$633,958.97**

*** Carry Forward to Next Year: $7,247.87**

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

Form 2

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed
ELI	312	367	533	671	750
VLI	452	485	582	672	750
LOW	723	775	931	1,075	1,200
MOD	1,086	1,164	1,398	1,614	1,800
Up to 140%	1,267	1,358	1,631	1,883	2,100

Recap of Funding Sources for Units Produced ("Leveraging")

Source of Funds Produced through June 30th for Units	Amount of Funds Expended to Date	% of Total Value
SHIP Funds Expended	$577,579.64	26.73%
Public Moneys Expended		.00%
Private Funds Expended	$1,566,854.00	72.53%
Owner Contribution	$15,974.00	.74%
Total Value of All Units	$2,160,407.64	100.00%

SHIP Program Compliance Summary - Home Ownership/Construction/Rehab

Compliance Category	SHIP Funds	Trust Funds	% of Trust Fund	FL Statute Minimum %
Homeownership	$577,579.64	$351,329.69	164.40%	65%
Construction / Rehabilitation	$533,138.10	$351,329.69	151.75%	75%

Program Compliance - Income Set-Asides

Income Category	SHIP Funds	Total Available Funds % *
Extremely Low	$7,105.17	1.12%
Very Low	$194,703.68	30.71%
Low	$183,417.03	28.93%
Moderate	$192,353.76	30.34%
Over 120%-140%	$.00	.00%
Totals:	$577,579.64	91.11%

Project Funding for Expended Funds Only

Income Category	Total Funds Mortgages, Loans & DPL's	Mortgages, Loans & DPL Unit #s	Total Funds SHIP Grants	SHIP Grant Unit #s	Total SHIP Funds Expended	Total # Units
Extremely Low	$7,105.17	1		0	$7,105.17	1
Very Low	$158,613.28	8	$36,090.40	20	$194,703.68	28
Low	$182,879.03	15	$538.00	1	$183,417.03	16
Moderate	$192,353.76	15		0	$192,353.76	15
Over 120%-140%		0		0	$.00	0
Totals:	$540,951.24	39	$36,628.40	21	$577,579.64	60

Form 3

Number of Households/Units Produced

Strategy	List Unincorporated and Each Municipality	ELI	VLI	Low	Mod	Over 140%	Total
Purchase Assistance	Unincorporated		1	6	4		11
Purchase Assistance	Sebring				3		3
Disaster Assistance	Unincorporated		6				6
Disaster Assistance	Avon Park		7				7
Disaster Assistance	Sebring		5	1			6
Disaster Assistance	Lake Placid		2				2
Rehabilitation	Unincorporated		3	4	5		12
Rehabilitation	Avon Park		1		3		4
Emergency Repair	Unincorporated			2			2
Rehabilitation	Sebring	1	2	2			5
Foreclosure Prevention	Unincorporated		1	1			2
	Totals:	**1**	**28**	**16**	**15**		**60**

Characteristics/Age (Head of Household)

Description	List Unincorporated and Each Municipality	0 - 25	26 - 40	41 - 61	62+	Total
Purchase Assistance	Unincorporated	2	3	5	1	11
Purchase Assistance	Sebring			2	1	3
Disaster Assistance	Unincorporated		3	3		6
Disaster Assistance	Avon Park		4	3		7
Disaster Assistance	Sebring		3	3		6
Disaster Assistance	Lake Placid		2			2
Rehabilitation	Unincorporated		2	4	6	12
Rehabilitation	Avon Park			3	1	4
Emergency Repair	Unincorporated		1		1	2

Rehabilitation	Sebring			4	1	5
Foreclosure Prevention	Unincorporated			2		2
	Totals:	**2**	**18**	**29**	**11**	**60**

Family Size

Description	List Unincorporated and Each Municipality	1 Person	2- 4 People	5 + People	Total
Purchase Assistance	Unincorporated		9	2	11
Purchase Assistance	Sebring		3		3
Disaster Assistance	Unincorporated	1	3	2	6
Disaster Assistance	Avon Park		6	1	7
Disaster Assistance	Sebring	1	4	1	6
Disaster Assistance	Lake Placid		2		2
Rehabilitation	Unincorporated	4	7	1	12
Rehabilitation	Avon Park	3	1		4
Emergency Repair	Unincorporated		1	1	2
Rehabilitation	Sebring		4	1	5
Foreclosure Prevention	Unincorporated		2		2
	Totals:	**9**	**42**	**9**	**60**

Race (Head of Household)

Description	List Unincorporated and Each Municipality	White	Black	Hisp-anic	Asian	Amer-Indian	Other	Total
Purchase Assistance	Unincorporated	5		6				11
Purchase Assistance	Sebring	1		2				3
Disaster Assistance	Unincorporated	2	3	1				6
Disaster Assistance	Avon Park	3	2	2				7
Disaster Assistance	Sebring	2	2	2				6
Disaster Assistance	Lake Placid			2				2
Rehabilitation	Unincorporated	7	2	3				12
Rehabilitation	Avon Park	1	3					4
Emergency Repair	Unincorporated	2						2
Rehabilitation	Sebring	2	3					5
Foreclosure Prevention	Unincorporated		1	1				2
	Totals:	**25**	**16**	**19**				**60**

Demographics (Any Member of Household)

Description	List Unincorporated and Each Municipality	Farm Worker	Home-less	Elderly	Total
Purchase Assistance	Unincorporated			2	2
Purchase Assistance	Sebring				0
Disaster Assistance	Unincorporated				0
Disaster Assistance	Avon Park				0
Disaster Assistance	Sebring				0
Disaster Assistance	Lake Placid				0
Rehabilitation	Unincorporated			5	5
Rehabilitation	Avon Park			1	1
Emergency Repair	Unincorporated			1	1
Rehabilitation	Sebring			2	2
Foreclosure Prevention	Unincorporated				0
	Totals:			**11**	**11**

Special Target Groups for Funds Expended (i.e. teachers, nurses, law enforcement, fire fighters, etc.) Set Aside

Description	Special Target Group	Expended Funds	Total # of Expended Units
Purchase Assistance	Service Industry	64,862.00	4
Purchase Assistance	Government Employee	50,000.00	2
Purchase Assistance	Nurse/Healthcare	26,730.00	2
Purchase Assistance	Educator/School Employee	20,000.00	1
Purchase Assistance	Retail Sales	20,000.00	1
Disaster Assistance	Service Industry	11,310.68	6
Disaster Assistance	Nurse/Healthcare	3,788.30	2
Disaster Assistance	Retail Sales	4,031.83	3
Disaster Assistance	Hospitality/Tourism Industry	2,689.21	1
Disaster Assistance	Educator/School Employee	3,125.00	2
Disaster Assistance	Building Trades	538.00	1
Rehabilitation	Service Industry	73,907.40	6
Emergency Repair	Service Industry	3,845.00	1
Rehabilitation	Retail Sales	23,187.86	2
Rehabilitation	Nurse/Healthcare	6,351.64	1
Foreclosure Prevention	Building Trades	2,082.22	1
Foreclosure Prevention	Nurse/Healthcare	5,730.92	1

Form 4

Status of Incentive Strategies

Incentive	Description (If Other)	Category	Status	**Year Adopted (or N/A)**
Expedited permitting		Required	Adopted	1998
Ongoing review process		Required	Adopted	1998
Impact fee modifications		AHAC Review	Adopted	2008
Other	Affordable and Workforce Housing	AHAC Review	Adopted	2008

Support Services

Purchase assistance applicants received pre-purchase education and guidance. Housing staff either on the phone or on a one on one basis, explains the SHIP Strategies and the step to home buying.

Other Accomplishments

N/A

Availability for Public Inspection and Comments

The Annual Report is made available for public inspections at the Housing Office located at 501. S. Commerce Ave. Sebring, FL Monday through Friday from 8:00am to 5:00pm. Posted on our County Website as of August 21, 2019.

Life-to-Date Homeownership Default and Foreclosure

Total SHIP Purchase Assistance Loans: **9**

Mortgage Foreclosures

A. Very low income households in foreclosure: **0**

B. Low income households in foreclosure: **1**

C. Moderate households in foreclosure: **2**

Foreclosed Loans Life-to-date: **3**

SHIP Program Foreclosure Percentage Rate Life to Date: **33.33**

Mortgage Defaults

A. Very low income households in default: **1**

B. Low income households in default: **1**

C. Moderate households in default: **0**

Defaulted Loans Life-to-date: **2**

SHIP Program Default Percentage Rate Life to Date: **22.22**

Strategies and Production Costs

Strategy	Average Cost
Disaster Assistance	$1,744.21
Emergency Repair	$3,300.00
Foreclosure Prevention	$3,906.57
Purchase Assistance	$15,903.50
Rehabilitation	$14,470.91

Expended Funds

Total Unit Count: **60** Total Expended Amount: **$577,579.64**

Strategy	Full Name	Address	City	Zip Code	Expended Funds	FY if Unit Already Counted
Purchase Assistance	Summer Price	248 Washington Blvd.	Lake Placid	33852	$29,537.00	
Purchase Assistance	Deborah Alvarez	3000 Lake Josephine Dr.	Sebring	33876	$20,000.00	
Purchase Assistance	Obdilia Gonzalez	814 Aston Martin Dr.	Sebring	33872	$9,000.00	
Purchase Assistance	Robert Pluymers	2940 Lakeview Dr.	Sebring	33870	$12,057.00	
Purchase Assistance	Angel Aldarondo-Pabon	109 Longview Rd.	Sebring	33870	$15,000.00	
Purchase Assistance	Morgan Jones	318 Devonshire Rd.	Sebring	33870	$11,730.00	
Purchase Assistance	Paula Hoefer	4115 Viscaya St	Sebring	33872	$10,000.00	
Purchase Assistance	Jose R Otero-Ortiz	812 Porsche Ave.	Sebring	33872	$30,000.00	
Purchase Assistance	Michelle Anderson Rhodes	2877 N. Mullberry Re.	Avon Park	33825	$10,000.00	
Purchase Assistance	Madelyn March	232 Eagle Ave.	Sebring	33872	$20,000.00	
Purchase Assistance	Zachary Heston	3704 King Dr.	Sebring	33870	$10,000.00	
Purchase Assistance	Jose A Maldonado	3012 Spinks Rd.	Sebring	33870	$20,000.00	
Purchase Assistance	Nicole Rodriguez-Algarin	109 Rosemary Ave.	Sebring	33875	$10,000.00	
Purchase Assistance	Ribed Calderon	1351 Hammock Rd.	Sebring	33870	$15,325.00	
Disaster Assistance	Shannon Shram	810 River Dr	Sebring	33875	$2,550.00	
Disaster Assistance	Victoria Leal	636 Barberry Loop	Avon Park	33825	$1,966.72	
Disaster Assistance	Martina Bryant	211 Tulane Dr	Avon Park	33825	$2,100.00	

Disaster Assistance	Deborah Lopez	38292 Ezra Circle	Avon Park	33825	$532.00	
Disaster Assistance	Melinda Burns	3330 Ellington Ave	Sebring	33870	$1,600.00	
Disaster Assistance	Rhonda Rowe	917 W. Walnut St	Avon Park	33825	$1,500.00	
Disaster Assistance	Jorge Rodriguez	333 Maclyn Circle #4	Lake Placid	33852	$2,335.68	
Disaster Assistance	Angelica Rodriguez	333 Maclyn Cir. #1	Lake Placid	33852	$2,689.21	
Disaster Assistance	Karla Lopez	2504 Hope Circle	Sebring	33870	$500.00	
Disaster Assistance	Ranada Kendrix	227 S. Orange St Unit A	Sebring	33870	$1,300.00	
Disaster Assistance	Norma Torres	1025 Hal McRae Loop #204	Avon Park	33825	$2,290.57	
Disaster Assistance	Shawn Mulligan	1566 Buck Street	Lake Placid	33852	$1,821.58	
Disaster Assistance	Crystal Anderson	419 Pine Tree Lane	Sebring	33872	$1,399.83	
Disaster Assistance	Maria Diaz	205 South Sun N Lakes Blvd	Lake Placid	33852	$679.81	
Disaster Assistance	Angela Gholston	820 S. Plamer Ave	Avon Park	33825	$2,250.00	
Disaster Assistance	Constance Mims	6321 Lakeside Dr W	Sebring	33875	$2,625.00	
Disaster Assistance	Elvis Villalobos	3449 Ellington Ave.	Sebring	33870	$538.00	
Disaster Assistance	Kelly Hinote	3012 CR 17 N #13	Sebring	33870	$1,950.00	
Disaster Assistance	Tamika James	614 Jupiter Ave NW	Lake Placid	33852	$1,875.00	
Disaster Assistance	Rosalyn Suggs	2021 Melady Ave.	Sebring	33870	$2,025.00	
Disaster Assistance	Rhonda Toscano	717 W. Pleasant St	Avon Park	33825	$2,100.00	
Rehabilitation	Carlos Davila	4131 Fonseca Ave.	Sebring	33872	$13,113.65	
Rehabilitation	Katherine Gammage	1436 S Carolina Ave	Avon Park	33825	$18,374.91	
Rehabilitation	Angel Rojas	1006 Percy Ave.	Avon Park	33825	$13,628.14	
Rehabilitation	Jonathan Olsen	7320 Honeysuckle Dr	Sebring	33876	$12,825.90	
Emergency Repair	Jonathan Olsen	7320 Honeysuckle Dr	Sebring	33876	$2,755.00	
Rehabilitation	Gentra Taylor	945 S Woodrow Ave	Avon Park	33825	$25,586.83	
Rehabilitation	Belinda McCray	1135 Grand Ave.	Sebring	33870	$40,348.99	
Rehabilitation	Linda Light	2859 N Monroe Rd.	Avon Park	33825	$4,295.03	
Emergency Repair	Linda Light	2859 N Monroe Rd.	Avon Park	33825	$3,845.00	

Rehabilitation	Clint Chavis	2520 N Arrowhead Rd.	Sebring	33825	$3,396.89	
Rehabilitation	Gwendolyn Brown	1018 Grand Ave	Sebring	33870	$24,532.22	
Rehabilitation	Stephanie Crumity	1542 Beverly Ave.	Sebring	33870	$20,417.12	
Rehabilitation	Phyhllis Roache	439 N. Irvington Rd	Sebring	33825	$10,015.65	
Rehabilitation	Linda Tapp	4711 Howard St.	Sebring	33870	$7,105.17	
Rehabilitation	Kittrick Wood	2020 Gardenview Rd	Sebring	33870	$18,123.86	
Rehabilitation	Lavoria Hunter	416 E Camphor St	Avon Park	33825	$9,313.15	
Rehabilitation	Gregory Burch	67 W. Lake Damon Dr	Avon Park	33825	$19,815.28	
Rehabilitation	Angella Woodhouse	2915 Mullet Ave.	Sebring	33870	$29,285.02	
Rehabilitation	Rayanne Henderson	139 N. Summit Ave.	Avon Park	33825	$6,351.64	
Rehabilitation	Priscilla Cerda	3908 Wild Violet Ave	Sebring	33870	$13,989.17	
Rehabilitation	Irma Rivera	3050 Camelia Lane	Lake Placid	33852	$2,916.05	
Rehabilitation	Patricia Trolian	625 Lee Place	Sebring	33870	$3,372.58	
Rehabilitation	Audrey Stansbury	7116 Coral Ridge Rd	Sebring	33876	$7,081.85	
Foreclosure Prevention	Nelson Menjivar	110 Spring Garden Rd	Sebring	33870	$2,082.22	
Foreclosure Prevention	Valerie Tanksley	4601 Granada Blvd.	Sebring	33870	$5,730.92	

Administration by Entity

Name	Business Type	Strategy Covered	Responsibility	Amount
Highlands County Housing	Local Government	All	Full Implementation of Housing Programs	$35,000.00
Highlands County Housing	Local Government	All	Full Implementation of Housing Programs	$14,131.46

Program Income

Program Income Funds	
Loan Repayment:	$270,400.32
Refinance:	
Foreclosure:	
Sale of Property:	
Interest Earned:	$12,228.96
Total:	**$282,629.28**

Number of Affordable Housing Applications

Number of Affordable Housing Applications	
Submitted	
Approved	
Denied	

Explanation of Recaptured funds

Description	Amount
Total:	**$.00**

Rental Developments

Development Name	Owner	Address	City	Zip Code	SHIP Amount	SHIP Units	Compliance Monitored By

Single Family Area Purchase Price

The average area purchase price of single family units: 120,392.86

Or

Not Applicable

Form 5

Special Needs Breakdown

SHIP Expended and Encumbered for Special Needs Applicants

Code(s)	Strategies	Expended Amount	Units	Encumbered Amount	Units
2	Purchase Assistance	$74,325.00	4		
3	Rehabilitation	$119,529.21	9		
5	Disaster Assistance	$4,516.72	2		

Special Needs Category Breakdown by Strategy

Strategies	Special Needs Category	Expended Amount	Units	Encumbered Amount	Units
(2) Purchase Assistance	Receiving Supplemental Security Income	$54,325.00	3		
(2) Purchase Assistance	Person with Disabling Condition (not DD)	$20,000.00	1		
(5) Disaster Assistance	Receiving Social Security Disability Insurance	$2,550.00	1		
(5) Disaster Assistance	Receiving Supplemental Security Income	$1,966.72	1		
(3) Rehabilitation	Receiving Supplemental Security Income	$13,113.65	1		
(3) Rehabilitation	Person with Disabling Condition (not DD)	$19,941.08	3		
(3) Rehabilitation	Receiving Social Security Disability Insurance	$80,122.84	4		
(3) Rehabilitation	Receiving Veterans Disability Benefits	$6,351.64	1		

Provide a description of efforts to reduce homelessness:

Housing staff works with other agencies, such as the Homeless Coalition, United Way, Salvation Army, Volunteers of America, Hands for Homeless and local faith based organizations.

Interim Year Data

Interim Year Data

Interim Year 1		
State Annual Distribution	$350,000.00	
Program Income		
Program Funds Expended	$423,279.05	
Program Funds Encumbered	$100,436.64	
Total Administration Funds Expended		
Total Administration Funds Encumbered		
Homeownership Counseling		
Disaster Funds		
65% Homeownership Requirement	$523,715.69	149.63%
75% Construction / Rehabilitation	$523,715.69	149.63%
30% Very & Extremely Low Income Requirement	$153,026.88	43.72%
30% Low Income Requirement	$266,724.02	76.21%
20% Special Needs Requirement	$104,800.14	29.94%
Carry Forward to Next Year		

Interim Year 2	
State Annual Distribution	
Program Funds Expended	$26,487.00
Program Funds Encumbered	$87,460.00

LG Submitted Comments:

State Housing Initiatives Partnership (SHIP) Program
Annual Report and Local Housing Incentives Certification

On Behalf of Highlands County Board of County Commissioners (Local Government), I hereby certify that:

1. The Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate for the closeout year 2018-2019 and interim years 2019-2020, 2020-2021.
2. The local housing incentives or local housing incentive plan have been implemented or are in the process of being implemented. Including, at a minimum:
    a. Permits as defined in s.163.3164 (15) and (16) for affordable housing projects are expedited to a greater degree than other projects; and
    b. There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.
3. The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be $ $0.00.
4. The cumulative cost per rehabilitated housing per housing unit, from these actions is estimated to be $ $0.00.

Staff Member responsible for submitting annual report to FHFC: Lucy Castillo

_____	_____
Witness Signature Date	Chief Elected Official or Designee Signature Date
_____	_____
Witness Printed Name	Chief Elected Official or Designee Printed Name
_____	
Witness Signature Date	
_____	
Witness Printed Name	

or

ATTEST (Seal)

_____

Signature Date

420.9075 (10) Each county or eligible municipality shall submit to the corporation by September 15 of each year a report of its affordable housing programs and accomplishments through June 30 immediately preceding submittal of the report. The report shall be certified as accurate and complete by the **local government's chief elected official or his or her designee.** Transmittal of the annual report by a county's or eligible municipality's chief elected official, or his or her designee, certifies that the local housing incentive strategies, or, if applicable, the local housing incentive plan, have been implemented or are in the process of being implemented pursuant to the adopted schedule for implementation.

Attachment I

GRANT YEAR 2018-2019

Down Payment Assistance	Extremely Low Income	Very Low Income	Low Income	Moderate Income
Number of Clients Assisted	0	0	6	8
Average Amount Assisted	$ -	$ -	$ 16,422.83	$ 15,514.13
Average Purchase Price	$ -	$ -	$ 118,166.67	$ 122,062.50
Rehabilitation				
Number of Clients Assisted	4	2	7	8
Average Amount Assisted	$ 24,353.80	$ 18,150.34	$ 11,625.49	$ 11,581.85
Average Home Value	$ 40,873.50	$ 87,413.50	$ 108,465.29	$ 86,876.63
Emergency Repair				
Number of Clients Assisted	0	0	1	0
Average Amount Assisted			$ 3,845.00	
Average Home Value			$ 100,587.00	
Disaster Assistance-Rental/Mortgage COVID			Total of Assistance $36,628.40	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request to waive the Landfill Tipping Fees for Highlands County Ag-Venture, Inc. November 16 through November 18, 2021**

STATEMENT OF ISSUE

The Highlands County Ag-Venture, Inc. is requesting that the Board waive the Landfill tipping fees for waste collected during the Highlands County Ag-Venture days. Highlands County Ag-Venture is scheduled for November 16 through November 18, 2021. The waste will be hauled to the Landfill within a week of the event. Highlands County Ag-Venture. Inc. requests for waived tipping fees have been approved in the past.

RECOMMENDED ACTION

Move to approve waiving the Landfill tipping fee for Highlands County Ag-Venture, Inc.

FISCAL IMPACT

Landfill staff estimates that the Highlands County Ag-Venture, Inc. event will generate approximately three (3) tons of waste at a cost of $45.00 per ton for a total of $135.00 to be waived. The figures are based upon Highlands County Ag-Venture's estimate of 1 (one) 20-yard dumpster for the event.

Attachments: Ag Venture Letter dated 10-25-21.pdf
Highlands County Ag-Venture Inc. Table of Waived Tipping fees.pdf

Highlands County
Ag-Venture, Inc.
P.O. Box 818, Lake Placid, FL 33862

BOARD OF DIRECTORS

Susie Bishop

Judy Bronson

Barbara Bullard

Christy Crews

Danielle Daum

Tammy Hancock

Donna Howerton

Sharon Kelber

Darlene Phypers

Jody Swaine

Bill Tillett

October 25, 2021

Highlands County Board of County Commissioners,

The 21st Annual Highlands County Ag-Venture program will be held November 16th thru 18th at the Highlands County Fairgrounds. We will have a dumpster at the location to collect all of our trash. Would it be possible to have the dump fee on that dumpster waived? Thank you for considering this request.

Sincerely,

Darlene Phypers Danielle Daum Judy Bronson

REGISTRATION #: CH14481 - A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

HIGHLANDS COUNTY LANDFILL
TIPPING FEES WAIVED

Highlands County Ag-Venture, Inc.

Transaction Number	Date	MT	Tons	Cost Per Ton if Charged	Total Fees Waived	Note
1492950	11/6/2015	2002	1.27	$ 45.00	$ 57.15	
					$ 57.15	
1549125	11/20/2017	2002	1	$ 45.00	$ 45.00	
1549151	11/20/2017	2002	0.64	$ 45.00	$ 28.80	
					$ 73.80	
1591785	12/21/2018	2002	2.56	$ 45.00	**$ 115.20**	**Board waived fees - Highlands County Ag-Venture, Inc.**
					$ 115.20	
No loads were identified in 2019 as Board waived so there are no figures to report.						
In 2020 due to COVID there was no AG-Venture event						

GRAND TOTAL $ 246.15

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER: **David Nitz, OMB Manager**

SUBJECT/TITLE: **Request approval of Budget Amendment 20-21-143 for 3rd quarter reemployment charges**

STATEMENT OF ISSUE

The Unemployment Compensation charges for the Board of County Commissioners for the 3rd quarter of FY 20/21 are $560.92. The Cost Centers listed on the attached budget amendment have unemployment claims being charged against them that currently do not have funds available as Board departments do not budget for unemployment charges unless there were anticipated reductions to staff as part of the FY 20/21 Adopted Budget. Budget Amendment 20-21-143 will transfer funds from the Central Services (Insurance account) in the General Fund and the Regular Salaries & Wages account for the Solid Waste fund to the affected departments' Unemployment Compensation account to pay for the 3rd quarter's unemployment claims for FY 20/21.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-143 for the 3rd quarter unemployment claims for FY 20/21.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring $343.75 from cost center 2111 (Central Services) to cost center 2107 (Human Resources). In addition, there is no fiscal impact to Fund 401 (Solid Waste) or the overall budget as this budget amendment is realigning $217.17 in cost center 4210 (Refuse Collection System) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation).

Attachments: 20-21-143 Reemployment Tax - 3rd Q.pdf

APPROVED
BOARD OF COUNTY COMMISSIONERS
September 22, 2021
O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

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

DATE: **9/22/2021** SUBMITTED BY: **OMB**

FUND(S): **005, 401** FUND TITLE(S): **General, Solid Waste** COST CENTER(S) #: **2111, 2107, 4210**

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): **Central Svcs, Human Resources, Refuse Disposal System**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2111	54500	Insurance		1,006,442.45		343.75	1,006,098.70
E	005	2107	52500	Unemployment Compensation		0.00	343.75		343.75
E	401	4210	51200	Regular Salaries & Wages		881,692.91		217.17	881,475.74
E	401	4210	52500	Unemployment Compensation		2,718.09	217.17		2,935.26
									0.00
									0.00
									0.00

REASON: **To adjust the budget for unemployment claims for the 3rd Quarter of FY 20/21.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **20-21-143**

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

SIGNATURE: _____

DATE: ____/____/____

TRANSFER TYPE:

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

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request to rename Lott Grade (duplicate road name) to Open Road.**

STATEMENT OF ISSUE

Lott Grade is a rural road in Venus. There exists a side road located 4500 feet from the beginning of Lott Grade going south also named Lott Grade. This duplication of names is a violation of county ordinance (Ordinance 14-15-05) and a potential E911 safety issue. Open Road is the name suggested by a polling of the effected landowners, therefore the Engineering/GIS Addressing and E911 departments recommend changing the southward Lott Grade to Open Road to eliminate the duplicate name. Two addresses will be effected by this change
The Engineering/GIS Addressing and E911 departments have determined that this action will improve E911 response time and bring the roadways in question into compliance with the ordinance. The E-911 Coordinator, and the County Engineer approve this name change.

RECOMMENDED ACTION

Move to approve the request to rename the duplicate Lott Grade in Venus to Open Road.

FISCAL IMPACT

The fiscal impact will be $100, the cost of a new street sign. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.

Attachments: LottGrade Duplicate.pdf
Open Road Petition.pdf

Lott Grade Duplicate

Prepared by the Highlands County Geographic Information Systems Department (GIS Department)

For reference ONLY. NOT a boundary survey

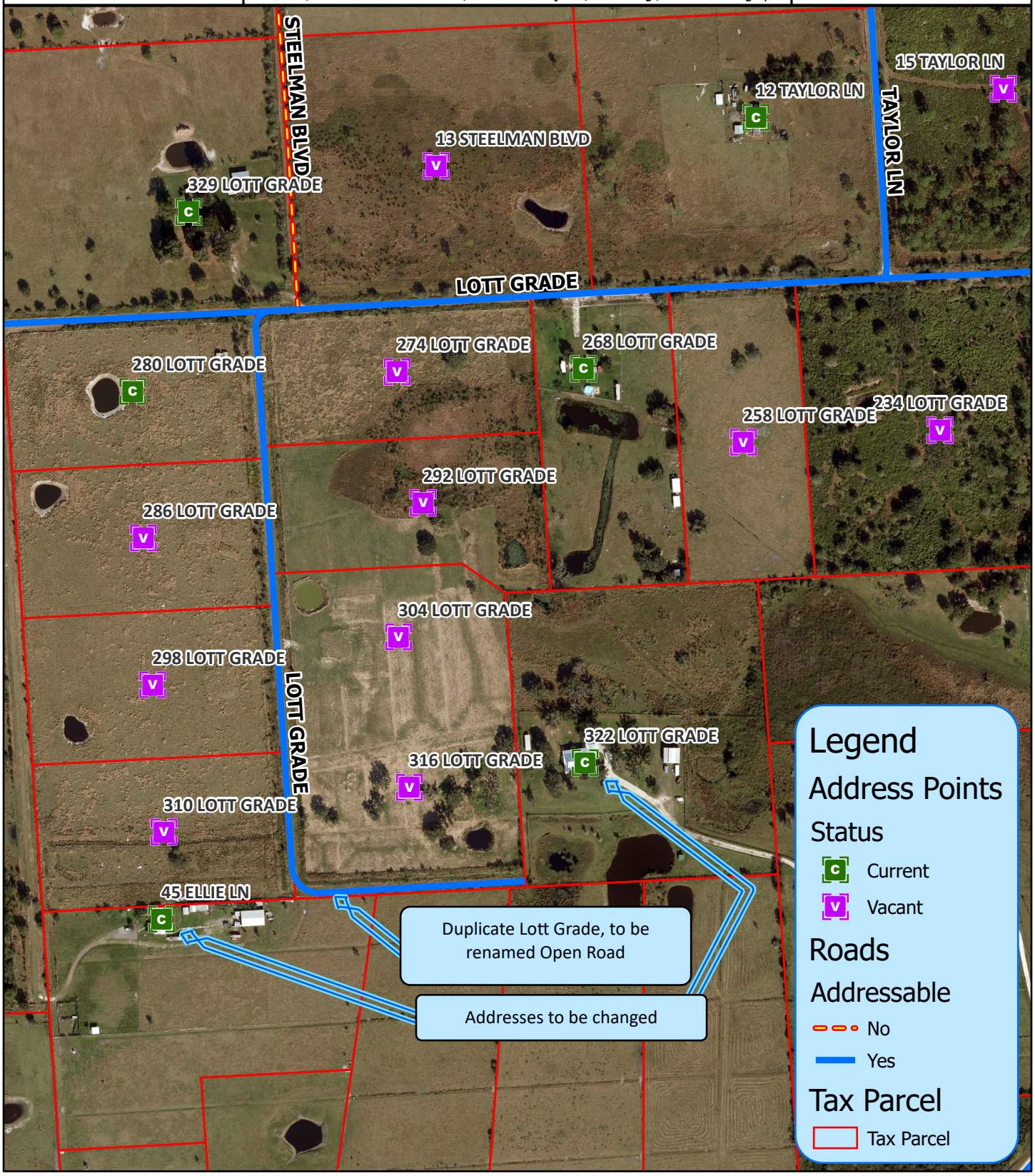
Date Exported: 8/10/2021 4:05 PM

Path: G:\ADDRESSING New folder\ArcGIS Pro Projrcts\Addressing\new addressing.aprx

N

Feet

0 100 200 400



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING
505 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6877 Fax (863) 402-6548 www.highlandsfl.gov

The following type (suffix) designation should be used in naming roadways according to their general orientation and length.

General Direction Orientation	More than 1,000 feet	Less than 1,000 feet	Over 5,280 Ft (A continuing main thoroughfare)	Four Lane divided roadway, a main thoroughfare
East & West	Street *(St)*	Place *(Pl)*	Boulevard *(Blvd)*	Parkway *(Pkwy)*
North & South	Avenue *(Ave)*	Court *(Ct)*	Boulevard *(Blvd)*	Parkway *(Pkwy)*
Ends on roadway from which it began	Circle *(Cir)*	Loop *(Loop)*		
Diagonal	Road *(Rd)*	Way *(Way)*		
Generally meandering East-West	Drive *(Dr)*	Lane *(Ln)*		

Your Name: Maria M Cemiford

Your Address: 45 Ellie LN Venus FL 33960

Your Suggestion: (1) New Way Road.

(2) Ranch Way

(3) Open Road.

Tear off and return to: HCBCC – GIS Addressing
505 S. Commerce Ave.
Sebring, FL 33870

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ENGINEERING
505 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6877 Fax (863) 402-6548 www.highlandsfl.gov

STREET NAMING GUIDELINES:

A. Road names shall not duplicate another road name used elsewhere in the county or in a city or town of the county. Similar sounding names (e.g. Beech Street and Beach Street) are considered a duplicate regardless of spelling.

B. Road names may not duplicate irrespective of road name prefixes or suffixes (e.g. Pine Road and Pine Lane is considered duplication). Road name suggestions can be checked at https://highlands-county-gis-open-data-hcbcc.hub.arcgis.com/pages/addressing for duplication. Duplicate road names will be rejected.

C. Single letter or number street names (e.g. A Ave, 7 Ave etc…) shall not be allowed.

D. Road names shall be in the English language, grammatically correct, easy to pronounce, spell, and shall not include the use of foreign language, slang, profanity or contain sacrilegious connotation.

E. Road names shall not be more than 15 characters in length including spaces and not have hyphens, dashes, apostrophes, periods or decimals.

F. Each road shall have the same name throughout its entire length.

G. Both "L" shaped and "T" shaped streets shall carry the same name if the leg is one hundred feet (100') or less in length. "L" shaped and "T" shaped streets over one hundred (100') feet in length shall be assigned a different name on each leg of the "L" or the "T".

H. Road names should be assigned based on traffic patterns. In the event a road forks into two roads, the fork with the higher traffic volume should continue the same name.

I. Roadways which parallel a major arterial road and function as a service or frontage road shall be named and addressed as separate roads.

J. Alleys and driveways shall not be named or addressed.

K. Avoid family names or individuals' names for any living person or living politician.

L. Existing duplicate or similar sounding road names should be changed to ensure efficiency of the emergency response system. Follow the guidelines for road renaming to determine which duplicate road will be re-named.

M. Avoid using numbers as part of the street name.

N. Avoid the use of non-standard street names suffixes, which may be confusing with subdivisions of commercial developments. (i.e., Union Plaza, Police Square, Terrytown Place).

O. Street names must be spelled out completely. Do not abbreviate any part of the street name. This rule applies to streets similar to the following; John F Kennedy rather than JFK, Martin Luther King rather than MLK, or Saint John rather than St John.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER: **Ingra Gardner, Community Programs Director**

SUBJECT/TITLE: **Request approval of the 2021-2022 Health Services Grant Agreement for South Florida State College Foundation, Inc. per the recommendation of the Highlands County Hospital District Board.**

STATEMENT OF ISSUE

The Hospital District Board members reviewed grant requests from community agencies and have made recommendations for the Health Services Grant Funds for FY21/22. Before the Board, grant agreement between the Highlands County BOCC and South Florida State College Foundation, Inc.: $11,500.

RECOMMENDED ACTION

Move to approve the 2021-2022 Health Services Grant Agreement for South Florida State College Foundation, Inc. per the recommendation of the Highlands County Hospital District Board.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or the overall budget. This grant is included in the FY 2021-2022 budget.

Attachments: 2021-22 List of Grant Recommendations.docx
SFSC Foundation.pdf

HIGHLANDS COUNTY HOSPITAL DISTRICT
BOARD OF COMMISSIONERS
Dependent Special District
600 S. Commerce Avenue, Sebring, Florida 33870
Office (863) 402-6940 Fax (863) 402-6627 www.highlandsfl.gov

RECOMMENDATIONS FOR 2021-2022 HEALTH SERVICES GRANT FUNDING

1.	Central Florida Health Care, Inc.		10,000
2.	Champion for Children Foundation of Highlands County, Inc.	22,000	
	❖ Prevention Services		15,000
	❖ Vision Quest		7,000
3.	Change of Pace, Inc		8,556
4.	Disabled American Veterans Ridge Chapter 49		12,678
5.	Florida Department of Health Highlands		65,000
6.	Peace River Center for Personal Development, Inc.		25,000
7.	Ridge Area ARC, Inc		5,000
8.	The Ruth E. Handley Children's Advocacy Center *(no grant agreement)*		38,000
9.	Samaritan's Touch Care Center, Inc.		75,000
10.	South Florida State College Foundation, Inc.		11,500
	Recommendation Total	$	272,734

HEALTH SERVICES GRANT AGREEMENT

THIS HEALTH SERVICES GRANT AGREEMENT is made by and between HIGHLANDS COUNTY, a political subdivision of the State of Florida, 600 South Commerce Avenue, Sebring, Florida 33870 ("COUNTY") and SOUTH FLORIDA STATE COLLEGE FOUNDATION, INC., a Florida not for profit corporation, whose address and Employer Identification Number are 13 E. Main Street, Avon Park, FL 33825; FEIN 59-3050497 ("GRANTEE'), as of this 29 st day of September ,2021, upon the following terms, conditions and considerations.

WITNESSETH:

WHEREAS, Pursuant to Section 36 of Chapter 04-458, Laws of Florida, the Board of County Commissioners of the Highlands County Hospital District ("HOSPITAL DISTRICT") has transferred to the Highlands County Board of County Commissioners, by gift. surplus funds to be used exclusively for health services in Highlands County, Florida; and

WHEREAS, GRANTEE has applied for a portion of those surplus funds to be used for health services in Highlands County as more particularly set out in GRANTEE's Application for Health Services Grant ("APPLICATION") to fund dental program which is incorporated herein by this reference..

IN CONSIDERATION OF THE PROVISIONS HEREIN MADE, THE PARTIES AGREE AS FOLLOWS:

1. **Truth.** GRANTEE represents and affirms, under penalty of perjury that the representations contained in the APPLICATION are complete, true, and correct.

2. **Conflict.** In the event of conflicts between the APPLICATION and this Agreement, this Agreement will control.

3. **Compensation.** The COUNTY agrees to pay GRANTEE **$11,500** for providing the services described in the APPLICATION. The COUNTY will release the funds upon execution of this Agreement by the parties. The GRANTEE shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. None of the funds received by GRANTEE pursuant to this Agreement shall be spent or used for services or costs incurred prior to October 1, 2021. The GRANTEE and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure or amount in excess of the amount stated in this paragraph.

4. **Funds.** The funds received by GRANTEE pursuant to this Agreement shall be used strictly for health services in Highlands County, Florida, in accordance with the APPLICATION, this Agreement, and Florida law.

5. **Reporting.** GRANTEE shall file, with the COUNTY Community Programs Specialist, on or before October 31, 2022, the Health Services Grant Reporting Affidavit form with supporting documentation. This report will be made on a form provided by the COUNTY, reporting the expenditure of funds received pursuant to this Agreement, in such detail as is required by the COUNTY, with an affirmation that the funds received pursuant to this Agreement as may be reasonably required by the HOSPITAL DISTRICT, the COUNTY, the State of Florida, or their respective auditors.

6. **Return of Funds.** Except for funds provided specifically for capital improvements to real property, equipment, and inventory, funds received pursuant to this Agreement must be used as described in the APPLICATION and this Agreement prior to October 1, 2022. Any funds received pursuant to this Agreement that are not used according to the terms of this Agreement and the APPLICATION on or before October 1, 2022, shall be returned to the COUNTY by the GRANTEE prior to October 31, 2022. If a court of competent jurisdiction finally determines, after all appeals, that any funds received pursuant to this Agreement have been awarded to GRANTEE or expended by GRANTEE in a violation of Florida law or this Agreement, those funds shall be returned to the COUNTY.

General Terms and Conditions

SECTION 1. RECITALS.

The above Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. TERM.

The term of this Agreement shall be for a period of one (1) year beginning on October 1, 2021.

SECTION 3. SCOPE OF SERVICES.

The GRANTEE shall be responsible for performing the services described in the application. To the extent of any conflict between the application and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.

SECTION 4. WARRANTY.

The GRANTEE agrees to provide a full warranty to the COUNTY for all services which it provides hereunder for one full year following the date of final completion of such services. In the event that the GRANTEE is called to perform warranty work, the GRANTEE will be responsible for all costs incurred in repairing the warrantied services. To the extent applicable, any manufacturer's warranty on materials provided or installed shall be in addition to the warranty required hereunder.

SECTION 5. OBLIGATIONS OF THE GRANTEE.

Obligations of the GRANTEE shall include, but not be limited to, the following:

A. It is understood that the GRANTEE shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which may be necessary to fully complete and deliver the goods and/or services requested by the COUNTY, and shall not have the authority to create or cause to be filed any liens for labor and/or materials on or against the COUNTY or any property owned by the COUNTY. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment expected by virtue of this Agreement.

B. The GRANTEE will ensure that all of its employees, agents, sub-GRANTEEs, representatives, volunteers, and the like, fully comply with all of the terms and conditions set herein when providing services for the COUNTY in accordance herewith.

C. The GRANTEE will maintain an adequate and competent staff and remain authorized to do business within the State of Florida. The GRANTEE may subcontract the services requested by the COUNTY; however, the GRANTEE is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 6. STANDARD OF CARE.

A. The GRANTEE has represented to the COUNTY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Agreement, the GRANTEE agrees that the GRANTEE will exercise that degree of care, knowledge, skill, and ability as any other similarly situated GRANTEE possessing the degree of skill, knowledge, experience, and expertise, working on similar activities. The GRANTEE shall perform the services requested in an efficient manner consistent with the COUNTY's stated objectives and standards.

B. The GRANTEE covenants and agrees that it and its employees, agents, sub-GRANTEEs, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

C. All services shall be performed by GRANTEE to the satisfaction of the COUNTY.

D. In the event that GRANTEE fails to perform all the services described under the terms of this Agreement, GRANTEE shall reimburse the COUNTY all compensation received within thirty (30) calendar days of the receipt of the COUNTY's written request for reimbursement.

SECTION 7. COMPENSATION.

Services to be performed in accordance with this Agreement are subject to the annual appropriation of funds by the COUNTY. In its sole discretion, the COUNTY reserves the right to forego use of the GRANTEE for any work which may fall within the Scope of Services listed herein. In the event the COUNTY is not satisfied with the services provided by the GRANTEE, the COUNTY will hold any amounts due until such time as the GRANTEE has appropriately addressed the problem, so long as the COUNTY has provided notice of defect to the GRANTEE.

SECTION 8. TERMINATION.

Either party may terminate this Agreement, with or without cause, given thirty (30) days written notice to the other party.

SECTION 9. PAYMENT WHEN SERVICES ARE TERMINATED.

A. In the event of termination of this Agreement by the COUNTY, and not due to the fault of the GRANTEE, the COUNTY shall compensate the GRANTEE for all services performed prior to the effective date of termination.

B. In the event of termination of this Agreement due to the fault of the GRANTEE, or at the written request of the GRANTEE, the COUNTY shall compensate the GRANTEE for all services completed, prior to the effective date of termination, which have resulted in a usable product, or otherwise tangible benefit to the COUNTY. All such payments shall be subject to an off-set for any damages incurred by the COUNTY resulting from any delay occasioned by early termination. This provision shall in no way be construed as the sole remedy available to the COUNTY in the event of breach by the GRANTEE.

SECTION 10. INSURANCE.

A. The GRANTEE shall maintain the following types of insurance, with the respective limits, and shall provide proof of same to the COUNTY, in the form of a Certificate of Insurance prior to the start of any work hereunder:

1. AUTOMOBILE:
   a. Combined Single Limit: $300,000 per accident,

      OR

   b. Bodily Injury: $300,000 per person,

      AND

      Property Damage: $100,000 per accident;

2. GENERAL LIABILITY: One Million Dollars ($1,000,000.00) each occurrence;

3. GENERAL AGGREGATE: Two Million Dollars ($2,000,000.00);

4. EXCESS COVERAGE: One Million Dollars ($1,000,000.00); and,
5. WORKERS' COMPENSATION: Employers' liability insurance which covers the statutory obligation for all persons engaged in the performance of the work required hereunder with limits not less than One Million Dollars ($1,000,000.00) per occurrence. Evidence of qualified self-insurance status will suffice for this subsection.

B. For every insurance policy required hereunder, the GRANTEE shall provide the COUNTY with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:

1. The name of the insured GRANTEE,
2. The specified job by name and job number,
3. List the "BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY" as a Certificate Holder,
4. Recognizes the Indemnification requirements of this Agreement.
5. The name of the insurer,
6. The number of the policy,
7. The effective date,
8. The termination date,
9. A statement that the insurer will mail notice to the COUNTY at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy.

C. Receipt of certificates or other documentation of insurance or policies or copies of policies by the COUNTY, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the GRANTEE's obligation to fulfill the insurance requirements specified herein.

D. The GRANTEE shall ensure that any sub-GRANTEE(s), hired to perform any of the duties contained in the Scope of Services of this Agreement, maintain the same insurance requirements set forth herein. In addition, the GRANTEE shall maintain proof of same on file and made readily available upon request by the COUNTY.

SECTION 11. COUNTY OBLIGATIONS.

At the GRANTEE's request, the COUNTY agrees to provide, at no cost, all pertinent information known to be available to the COUNTY to assist the GRANTEE in providing and performing the required services.

SECTION 12. ENTIRE AGREEMENT.

This Agreement, including referenced exhibits and attachments hereto, constitutes the entire agreement between the parties and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior agreements or understandings shall have no force or affect whatsoever on this Agreement.

SECTION 13. APPLICABLE LAW, VENUE, JURY TRIAL.

The laws of the State of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall lie in Highlands County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Agreement, which may be brought by either of the parties hereto.

SECTION 14. PUBLIC RECORDS.

A. Pursuant to Florida Statutes, Section 119.0701:

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

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

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

1. Keep and maintain public records required by the COUNTY to perform the services set forth herein.
2. Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following

completion of the contract if the GRANTEE does not transfer the records to the COUNTY.

4. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the GRANTEE or keep and maintain public records required by the COUNTY to perform the services set forth herein. If the GRANTEE transfers all public records to the COUNTY upon completion of the contract, the GRANTEE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the GRANTEE keeps and maintains public records upon completion of the contract, the GRANTEE shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

SECTION 15. INDEPENDENT GRANTEE.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the GRANTEE, its employees, sub-GRANTEEs, representatives, volunteers, and the like, will be an independent GRANTEE and not an employee of the COUNTY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The GRANTEE will retain sole and absolute discretion in the judgment of the manner and means of carrying out the GRANTEE's activities and responsibilities hereunder.

SECTION 16. APPLICABLE LICENSING.

The GRANTEE, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth herein.

SECTION 17. COMPLIANCE WITH ALL LAWS.

The GRANTEE, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Agreement or are adopted at any time following the execution of this Agreement.

SECTION 18. INDEMNIFICATION.

The GRANTEE agrees to be liable for any and all damages, losses, and expenses incurred, by the COUNTY, in any way related to the services provided herein and this Agreement, caused by the acts and/or omissions of the GRANTEE, or any of its employees, agents, sub-GRANTEEs, representatives, volunteers or the like. The GRANTEE agrees to indemnify, defend and hold the COUNTY harmless for any and all such claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the GRANTEE, or any of its employees, agents,

sub-GRANTEEs, representatives, volunteers, or the like through and including any appeals in any way related to the services provided herein and this Agreement. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement.

SECTION 19. BANKRUPTCY OR INSOLVENCY.

If the GRANTEE shall file a Petition in Bankruptcy, or if the same shall be adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the GRANTEE shall be appointed in any proceeding brought by or against the GRANTEE, or if the GRANTEE shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the GRANTEE's operations of the premises, the COUNTY may terminate this Agreement immediately notwithstanding any notice requirements set forth herein.

SECTION 20. BINDING EFFECT.

This Agreement shall be binding upon and enure to the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 21. ASSIGNMENT.

This Agreement shall only be assignable by the GRANTEE upon the express written consent of the COUNTY.

SECTION 22. SEVERABILITY.

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Agreement. It is understood by the parties hereto that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid. If necessary, to preserve the intent of the parties, the parties shall negotiate in good faith to amend this Agreement, adopting a substitute provision for the one deemed invalid or unenforceable that is legally binding and enforceable.

SECTION 23. WAIVER.

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions of this Agreement or to exercise any right or option herein contained, shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, or condition, or right of election, but same shall remain in full force and effect.

SECTION 24. NOTICE.

The parties hereto agree and understand that written notice, mailed or delivered to the last known mailing address, shall constitute sufficient notice to the COUNTY and the GRANTEE. All notices required and/or made pursuant to this Agreement to be given to the CLERK and the GRANTEE shall be in writing and given by way of the United States Postal Service, first class mail, postage prepaid, addressed to the following addresses of record:

COUNTY:	Board of County Commissioners of Highlands County Attn: Randy Vosburg 600 South Commerce Avenue Sebring, Florida 33870
Copy to:	Bell & Roper, P.A. Sherry G. Sutphen, Esquire 2707 E. Jefferson Street Orlando, Florida 32803 Ssutphen@bellroperlaw.com
GRANTEE:	Linda Dobson-Hacker South Florida State College Foundation 13 E. Main Street Avon Park, FL 33825

SECTION 25. MODIFICATION.

The covenants, terms, and provisions of this Agreement may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence.

SECTION 26. HEADINGS.

All headings of the sections, exhibits, and attachments contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit, or change the provisions contained in such sections, exhibits, and attachments.

SECTION 27. ADMINISTRATIVE DOCUMENTATION CONFLICT.

In the event the COUNTY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the COUNTY's internal purposes only, and any and all terms, provisions, and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms, and provisions of this Agreement and shall have no force or effect thereon. Likewise, any invoice or other instrument issued by the GRANTEE shall in no way modify the covenants, terms and provisions of this Agreement and shall have no force or effect thereon.

SECTION 28. CONFLICT OF INTEREST.

The GRANTEE warrants that the GRANTEE has not employed or retained any company or person, other than a bona fide employee working solely for the GRANTEE, to solicit or secure this Agreement, and that the GRANTEE has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For the breach or

violation of this Paragraph, the COUNTY shall have the right to terminate this Agreement immediately, without liability and without regard to the notice requirements set forth herein.

SECTION 29. PUBLIC ENTITY CRIMES.

As required by section 287.133, Florida Statutes, the GRANTEE warrants that it is not on the convicted GRANTEE list for a public entity crime committed within the past thirty-six (36) months. The GRANTEE further warrants that it will neither utilize the services of, nor contract with, any supplier, sub-GRANTEE, or consultant in connection with this Agreement for a period of thirty-six (36) months from the date of being placed on the convicted GRANTEE list.

SECTION 30. JOINT AUTHORSHIP.

This Agreement shall be construed as resulting from joint negotiation and authorship. No part of this Agreement shall be construed as the product of any one of the parties hereto.

SECTION 31. EQUAL OPPORTUNITY EMPLOYER.

The GRANTEE is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The GRANTEE will further ensure that all sub-GRANTEEs it utilizes in providing the services required hereunder will comply with all equal opportunity employment laws.

SECTION 32. SOVEREIGN IMMUNITY.

The COUNTY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Florida Statutes, Section 768.28. Notwithstanding anything set forth in any section, article or paragraph of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of COUNTY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the COUNTY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law. This section shall not limit any remedies as specifically contained in this Agreement.

SECTION 33. AUDITING, RECORDS, AND INSPECTION.

In the performance of this Agreement, the GRANTEE shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures. Throughout the term of this Agreement, books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the COUNTY and shall be retained by the GRANTEE, for a period of five (5) years after termination or completion of the Agreement or until the full COUNTY audit is complete, whichever comes first. The COUNTY shall retain the right to audit the books during the Five (5) year retention period. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, chapter 119, Florida Statutes. The COUNTY also has the right to conduct an audit within sixty (60) days from the effective date of this Agreement to determine whether the GRANTEE has the ability to fulfill its contractual obligations to the satisfaction of the COUNTY.

The COUNTY has the right to terminate this Agreement based upon the findings in this audit without regard to any notice requirement for termination.

SECTION 34. EMPLOYMENT ELIGIBILITY VERIFICATION.

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

SECTION 35. USE OF COUNTY NAME, LOGO, SEAL AND/OR FLAG.

The GRANTEE may only use the COUNTY'S name, logo, seal and/or flag with the express written permission of the COUNTY and consistent with any COUNTY policy related to the same.

(Signatures on the following page)

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective the 21 day of September, 2021.

GRANTEE

By: _____

Print: Jamie Bateman

Title: Executive Director Institutional Advancement

STATE OF FLORIDA
COUNTY OF Highlands

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization of Jamie Bateman, as executive director, of South Florida State College Foundation, Inc., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the GRANTEE, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this 21 day of September, 2021.

(stamp)

ANASTASIA SAUNDERS
MY COMMISSION # GG 980419
EXPIRES: May 5, 2024
Bonded Thru Notary Public Underwriters

_____
NOTARY PUBLIC, State of Florida Anastasia L. Saunders

BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY

_____
Scott Kirouac, Chairman

ATTEST:

_____
Jerome Kaszubowski, Clerk

Review as to form and legal sufficiency:

_____
Sherry G. Sutphen, Interim County Attorney

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER:	**Meghan DiGiacomo, Executive Manager of Business & Economic Development** **Jeff King, Economic Development Manager**
SUBJECT/TITLE:	**Request approval of the Highlands County Industrial Development Authority's (IDA) recommendation to reappoint Craig Johnson, Jim Renfro, Dr. Thomas Leitzel, and newly appoint Ann Martin and Tommy Massey to the Highlands County IDA.**

STATEMENT OF ISSUE

The Industrial Development Authority (IDA) had five terms expiring by September 2021. Three of the five expiring members below applied seeking reappointment:

Craig Johnson - Johnson Stivender Wealth Advisors
Jim Renfro - Highlands Aviation, CEO
Dr. Thomas Leitzel - South Florida State College, President

Two of the five expiring members decided to not reapply (Carol Howard and Donna Doubleday), leaving two vacancies for new applications. The two new applicants are:

Ann Martin - CareerSource Heartland, Chief Programs Officer
Tommy Massey - Nucor Steel Florida, Maintenance Manager

With five terms expiring and five applications submitted, there were the exact number of applications either new or for reappointment to make the board whole, minus one vacancy from a recent resignation, for which the vacancy can not be filled until the required 2 month notice period has ended.

The authority strives to maintain a cross-section of the county's business community with members representing real estate, law, banking, communications, health care, agriculture, education, insurance, construction, utilities, workforce, engineering, manufacturing and industrial.

During the September 8, 2021 IDA board meeting, all factors were considered for the five total term expirations. As such, the IDA recommends Craig Johnson, Jim Renfro, Dr. Thomas Leitzel, Ann Martin and Tommy Massey for reappointment and appointment to all five of the five vacant seats/term expirations.

Pursuant to the BOCC's Policy on Board Appointments, an accompanying letter of rationale for Dr. Thomas Leitzel's reappointment is attached.

RECOMMENDED ACTION

Move to approve the Highlands County Industrial Development Authority's (IDA) recommendation to reappoint Craig Johnson, Jim Renfro, Dr. Thomas Leitzel, and newly appoint Ann Martin and Tommy Massey to the IDA, with all terms expiring September 30, 2025.

FISCAL IMPACT

No Fiscal Impact

Attachments: DRAFT Sep 2021 IDA Minutes.docx
Craig Johnson 2021 Application and Resume.pdf
Jim Renfro 2021 Application and Resume.pdf
Thomas Leitzel 2021 Application and Resume.pdf
Ann Martin 2021 Application and Resume.pdf
Tommy Massey 2021 Application and Resume.pdf
Dr. Thomas Leitzel Reappointment Rationale Letter.pdf

INDUSTRIAL DEVELOPMENT AUTHORITY
DRAFT MEETING MINUTES
SEPTEMBER 8, 2021

The Highlands County Industrial Development Authority Board of Directors meeting was held at the Lake Placid Government Center, 1069 US 27, Lake Placid, FL 33852, on Wednesday, September 8, 2021. Chair, Janet Barber, presided over the meeting; a quorum was present.

1. CALL TO ORDER – HIGHLANDS COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)

The September 8, 2021, Industrial Development Authority Board of Directors meeting was called to order at 7:31 a.m.

2. PUBLIC COMMENT

There were no comments from the public.

3. CONFIRMATION OF QUORUM

Name	Title	Organization	Present
Janet Barber	Chair	IDA/EDC Executive Committee	Yes
Ray Royce	Vice Chair	IDA/EDC Executive Committee	Yes
Carol Howard	Past Chair	IDA/EDC Executive Committee	No
Wade Taveniere	Secretary/Treasurer	IDA/EDC Executive Committee	Yes
Donna Doubleday	Director	IDA/EDC Board of Directors	Yes
Paul Koukos	Director	IDA/EDC Board of Directors	Yes
Thomas Leitzel	Director	IDA/EDC Board of Directors	Yes
John Shoop	Director	IDA/EDC Board of Directors	Yes
John Varady	Director	IDA/EDC Board of Directors	Yes
Craig Johnson	Director	IDA/EDC Board of Directors	Yes
Jim Renfro	Director	IDA/EDC Board of Directors	Yes
Jason Kimbrell	Director	IDA/EDC Board of Directors	No
Randy Surber	Director	IDA/EDC Board of Directors	Yes
Will Lenihan	Director	IDA/EDC Board of Directors	Yes
Kathy Rapp	Commissioner, Liaison	Highlands County BOCC	Yes
Leah Sauls	Dev. Services Director	Highlands County BOCC	Yes
Meghan DiGiacomo	Exec. Manager of Business & Economic Development	Highlands County BOCC	Yes
Jeff King	Economic Development Manager	Highlands County BOCC	Yes
Phillip Stegman	Planning Technician	Highlands County BOCC	Yes
Ann Martin	Chief Programs Officer	CareerSource Heartland	Yes
Tommy Massey	Maintenance Manager	Nucor Steel Florida	Yes

Table 1: Meeting Attendance

4. CONSENT AGENDA

The Consent Agenda, which included the June 9, 2021, meeting minutes, was presented for consideration. John Shoop moved to approve the consent agenda; seconded by Ray Royce. Motion carried unanimously.

5. OLD BUSINESS

A. Janet Barber, Chair, presented the Board Officers Election which included the Chair, Vice Chair, and Secretary/Treasurer. Those elected would serve a term of two years for the Industrial Development Council. Those elected would also serve of two years for the Economic Development Commission concurrently.

Chair: Craig Johnson nominated Ray Royce to serve as Chair for the Industrial Development Authority and the Economic Development Commission; seconded by John Shoop. Motion carried unanimously.

Vice Chair: Dr. Thomas Lietzel nominated John Varady to serve as Vice Chair for the Industrial Development Authority and the Economic Development Commission; seconded by Craig Johnson. Motion carried unanimously.

Secretary and Treasurer: Ray Royce nominated Wade Taveniere to serve as Secretary and Treasurer for the Industrial Development Authority and the Economic Development Commission; seconded by Craig Johnson. Motion carried unanimously.

B. Meghan DiGiacomo, Executive Manager of Business & Economic Development and Jeff King, Economic Development Manager presented the Industrial Revenue Bond Update.

6. NEW BUSINESS

A. Meghan DiGiacomo, Executive Manager of Business & Economic Development and Jeff King, Economic Development Manager presented the Member Appointments. Craig Johnson, Jim Renfro, Dr. Thomas Lietzel, Donna Doubleday, and Carol Howard all had terms that would expire in September 2021. Craig Johnson, Jim Renfro, and Dr. Thomas Lietzel all reapplied for another term. If selected, Dr. Thomas Lietzel would be required to have a letter of recommendation from the Industrial Development Authority. Donna Doubleday and Carol Howard elected to not reapply. Instead, Anne Martin, Chief Programs Officer of CareerSource Heartland has submitted an application, as well as Tommy Massey, Maintenance Manager of Nucor Steel Florida also submitted an application.

Ray Royce recommended Craig Johnson for reappointment to the Industrial Development Authority; seconded by John Shoop. Motion carried unanimously.

Ray Royce recommended Jim Renfro for reappointment to the Industrial Development Authority; seconded by John Shoop. Motion carried unanimously.

Ray Royce recommended Dr. Thomas Lietzel for reappointment to the Industrial Development Authority pending a letter for recommendation being drafted; seconded by John Shoop. Motion carried unanimously.

Ray Royce recommended Ann Martin for appointment to the Industrial Development Authority; seconded by John Shoop. Motion carried unanimously.

Ray Royce recommended Tommy Massey for appointment to the Industrial Development Authority; seconded by John Shoop. Motion carried unanimously.

7. ADJOURNMENT

The September 8, 2021, Industrial Development Authority Board of Directors meeting was adjourned at 7:45 a.m.

Next Meeting:

Wednesday, December 8, 2021 at 7:30 a.m.
Nucor Steel Florida
22 Nucor Drive
Frostproof, FL 33843

Minutes Submitted By: Phillip Stegman, Planning Technician

Approval Date: draft

Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: D. Craig Johnson

Address: 1100 Nancesowee Ave.

Phone: 863-381-2831

Email: craig.johnson@raymondjames.com

I wish to be appointed to the following board, committee, authority or special activity of the Highlands County Board of County Commissioners:

as a: ◉ regular member ○ alternate ○ advisory only

Employment experience

Current: Financial Advisor

Brief description: I am the CEO/President of Johnson Stivender Wealth Advisors, Inc.

Previous: Owner/Vice President: Heacock Insurance, Heacock Classic,Heacock Payroll
Owner/President: Heacock Financial

Brief description: I was one of 3 owners of the above companies and involved in the management fo all 4,id addition to my fiinancial responsibilities

Education/special training

High School: Sebring High

College: AA-South Florida Community College - BA- University of Florida

Special training:

Activities & interests: I enjoy golf, fishing, hunting with my family and friends. I am a life-long resident of Highlands County

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

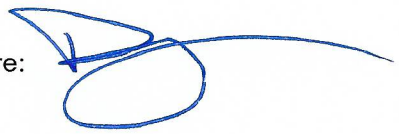
Sebring Regional Airport and the Sebring Regional Airport and Industrial CRA

Are you related to any county employee or county commissioner ? ○ Yes ◉ No

Name of relative: **Relationship:**

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at http://hcbcc.net/section/index.php. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Signature: 

Date submitted: 8/13/21

Highlands County Industrial Development Authority and Economic Development Commission Board of Directors Q&A

1) What does economic development mean to you?
It means attracting new business to our community to expand the tax base, increase employment, and improve the quality fo life for Highlands County residents.
2) Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?
I am very interested in helping our county attract new businesses to our area, as a native Highlands County resident I think it is vital to the welfare of our community to contiually attract new businesses.
3) As a board member, how would you promote economic development for the county?
I would be involved in working with local organizations and businesses,along with the city and county governments to work together to make Highlands County a business friendly community for new business. In addition, I believe my involvement with the Sebring Regional Airport and Sebring Regional Airport and Industrial CRA will be a compliment to serving on the EDC board.
4) What are your goals for Highlands County economic development?
My goals would be to see Highlands County become a leader for economic development in the coming years to help retain our youth and provide good local opportunities for employment. In addition, I would like to see our county and cityh tax bases expand to provide a higher quality of life for our residents.
5) What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc.)?
I am currently on the Board of the Sebring Regional Airport and the Sebring Regional Airport and Industrial CRA. I have been past chair of both. I was the acting Chair and was very involved in working with MIke Willingham, Highlands County liason Ron Handley, and the City of Sebring, Enterprise Florida, Florida Department of Economic Development in scuring CitraPac Inc. as a new tennant at the airport. They builа new 37,000 sq. ft. manufacturing facility that is ultimately expected to create 240 jobs. Today they employ approximatley 40 people. In addtion we have secured the following businesses during my tenure: Gulf Coast Supplly, Tecnam US, Inc., FLG Teardowns,Inc.,Global Aircraft Engines, ADS Advanced Drainage Systems, and DUC Propellers. These companies currently employ over 100 people. In addtion, we currently have approximatey 50 million dollars of ongoing projects which include expansion of both Turf Care and ADS.

Please submit formal résumé

D. CRAIG JOHNSON

863-381-2831
craig.johnson@raymondjames.com
1100 Nancesowee Ave.,
Sebring, FL 33870

PROFESSIONAL SUMMARY

I have been an entrepreneur since 1976. I have been the owner/co-owner of multiple successful businesses through out my career.

SKILLS

- Leadership
- Business Planning and Development
- Strategic Planning
- Sales
- Financial Management

EXPERIENCE

Onwer/ President, **Heacock Financial Group**, Jan 1998 - May 2012, Sebring, FL

Owner/ Vice President, **Heacock Insurance Group, Inc/Heacock Classic/Heacock Payroll**, Jan 1991 - May 2012, Sebring, FL

Co-Owner, **Lake and Bay Boats, Inc.**, Feb 2002 - May 2009, Sebring, FL

Financial Advisor, **Omni Financial Services**, Jan 1987 - Jan 1991, Sebring, FL

Owner/President, **Highlands Athletic Center, Inc.**, Sep 1976 - Dec 1986, Sebring, FL

CEO/President, **Johnson Stivender Wealth Advisors, Inc**, Sebring, FL
I am the CEO/President of Johnson Stivender Wealth Advisors, Inc. which includes administrative and Branch manager responsibilities and providing financial and wealth management advice.

EDUCATION

Bachelor of Arts, Political Science-Pre Law — Jun 1976
University of Florida - Gainesville, FL

Associate of Arts — May 1974
South Florida Community College - Avon Park, FL

High School Diploma — May 1972
Sebring High School - Sebring, FL

Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: James R. Renfro

Address: 4114 Eagle Court, Sebring Florida 33872

Phone: 863 452 2600

Email: jim@highlandsaviation.com

I wish to be appointed to the following board, committee, authority or special activity of the Highlands County Board of County Commissioners:

as a: ⊙ regular member ○ alternate ○ advisory only

Employment experience

Current: CEO of Highlands Aviation, Inc.

Brief description: Highlands Aviation, Inc. estab;ished in 1974 located on the Avon Park Execuive Airport specialzes in the exterior refurbishment of Corporate owned or operated jet aircraft.

Previous: not appliciable

Brief description:

Education/special training

High School: Avon ParkHigh School

College: South Florida Junior College/ Barry University

Special training:

Activities & interests: Family, Flying,Community

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

Current first term member of IDA/EDC

Are you related to any county employee or county commissioner ? ○ Yes ⊙ No

Name of relative: **Relationship:**

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at http://hcbcc.net/section/index.php. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Signature: James R. Renfro Date submitted: 6/23/2021

Highlands County Industrial Development Authority and Economic Development Commission Board of Directors Q&A

1) What does economic development mean to you?
Economic Development, in the larger sense, is the combination of the public and private sectors to identify the types of development best suited for a specific geographic area and to use their joint strengths to find suitibe candidates to fill that need.
2) Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?
I am a life long resident of Highlands County and have witnessed many changes that have had a positive effect on our county as well as some that have not. Florida is now the 3rd largest state by population and it is imperative that any future growth not destroy the quality of life that has adversely effected many other counties that embraced unbridled growth.
3) As a board member, how would you promote economic development for the county?
Many of my business clients are leaders in varied industries this has given me the opportunity to build professional relationships with a unique and diverse group of corporate decision makers. I intend to promote through this network the positive aspects of our region were and when it makes economic sense to both parties.
4) What are your goals for Highlands County economic development?
My goal is to improve the quality of life for our residents and their children by finding companies that would be beneficial assets to our area in promoting job growth as well as having a minimal impact on our current infrastructure.
5) What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc.)?
Rotary International 35 years Avon Park Noon Club Avon Park Airport Advisory Committee 45 years Avon Park Chamber of Commerce National Business Aircraft Association

Please submit formal résumé

James R. Renfro

4114 Eagle Court, Sebring, FL 33872

(863) 452-2600

jim@highlandsaviation.com

1)Personal Profile

- Positive attitude and team building mentality
- Actively seeks referral sources by establishing connections with industry leaders.
- Regularly attends networking events to seek new lead sources.
- Excellent customer service representative and sales team skills.
- Willing to take on new challenges.
- Adaptable and always willing to learn.

2)Education

Avon Park High School diploma – 1966

Certified Aircraft Flight Instructor – 1971

South Florida Community College AA Degree – 1972

Airline Transport Pilot Certificate – 1973

Professional Flight Engineer Turbojet – 1979

Barry University B.A. Degree – 1983

Certified Aircraft and Powerplant Mechanic – 1983

Numerous Aircraft Specific Maintenance schools – 1974- Current

3)Work Experience

4)

5)President and CEO – 1974 - Current

6)

Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: Dr. Thomas Leitzel

Address: 600 W. College Drive, Avon Park, FL 33825

Phone: 863-784-7111

Email: thomas.leitzel@southflorida.edu

I wish to be appointed to the following board, committee, authority or special activity of the Highlands County Board of County Commissioners: Industrial Development Authority - Economic Development Commission

as a: ○ regular member ○ alternate ○ advisory only

Employment experience

Current: South Florida State College

Brief description: President

Previous: Technical College of the Lowcountry

Brief description: President

Education/special training

High School: Williamsport Area H.S., PA

College: PA College of Technology, Lycoming College, Penn State, Temple University, University of Maryland and Virgina Tech

Special training:

Activities & interests: Leading, thinking, and changing.

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held: Career Source Heartland, Board of Directors
Heartland American Israeli Initiative, Board
South Florida State College Foundation, Inc., Board of Directors
AdventHealth Heartland Division Board of Directors

Higher Education Research & Development Insititute

Florida College System Council of Presidents

Are you related to any county employee or county commissioner ? ○ Yes ⊙ No
Name of relative: **Relationship:**

Important:
The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at http://hcbcc.net/section/index.php. Please indicate by signing below that you have read ~~and~~ understand the adopted Code of Conduct.

Signature: Thomas Leitzel Date submitted: 7/15/21

Highlands County Industrial Development Authority and Economic Development Commission Board of Directors Q&A

1) What does economic development mean to you?
Regional Prosperity - - jobs.
2) Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?
To learn about regional priorities and to contribute to building a vibrant economy through the workforce.
3) As a board member, how would you promote economic development for the county?
Leverage the resources at the college to assist in attracting private investment to the region.
4) What are your goals for Highlands County economic development?
Create a balanced economy through jobs development leading toward full employment.
5) What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc.)?
Florida College System - Council of Presidents Association of Florida Colleges

Please submit formal résumé

Dr. Thomas C. Leitzel

Professional Address

South Florida State College
600 W. College Drive
Avon Park, FL 33825
863-784-7110 (direct line to office)
thomas.leitzel@southflorida.edu

Home Address

2768 Treasure Cay Lane
Sebring, FL 33875

704-591-6558
tomleitzel@aol.com

Administrative Experience

2013 (current position) President, South Florida State College, Avon Park, FL

2008 – 2013 – President, Technical College of the Lowcountry, Beaufort, SC

2000 - 2008 - Vice President, Charlotte Campus, Pfeiffer University, Charlotte, NC.

1996-2000 - Dean, School of Graduate Studies, Pfeiffer University, Charlotte, NC.

1993 - 1996 - Dean, Business, Health and Technologies, Central Piedmont Community College, Charlotte, NC.

1991 - 1993 - Graduate Research Assistant, Virginia Tech, Blacksburg, VA.

1985 - 1991 - Associate Dean for Business, Science and Technology, Chesapeake College, Wye Mills, MD.

1983 - 1985 - Assistant Director, Business and Computer Technologies, Pennsylvania College of Technology, Williamsport, PA.

1981 - 1983 - Evening and Weekend Coordinator, Business and Computer Science Division, Pennsylvania College of Technology, Williamsport, PA.

Teaching Experience

I taught classes throughout my administrative career at all institutions where I was employed as my schedule permitted. I received outstanding student evaluations in all classes taught. A sampling of courses taught included Marketing, Management, Human Relations, Organizational Leadership, Organizational Communications, Statistics and Research Methods.

2007 - 2012 – Adjunct Faculty Member, University of Phoenix.

1991 - 1993 - Graduate Research Assistant, College of Education
Virginia Polytechnic Institute and State University, Blacksburg, VA

1978 - 1983 - Assistant Professor of Business Administration, Business and Computer Science Division, Pennsylvania College of Technology, Williamsport, PA

Publications/Presentations

Authored or co-authored 20 articles in refereed journals and various other documents.

Presented at 12 national conferences on topics including Workforce Development, Customized Training Strategies, Performance Instruction, The Virtual Curriculum, Packing and Unpacking Curriculum Content, Budget Coping Strategies, and Articulation. A detailed list of conference locations and workshop topics will be provided upon request.

Professional Consultations

Consulted in four different state education systems with reforming techniques for planning, delivering and evaluating course content using a performance based curriculum development model. An abbreviated listing will be furnished upon request.

Education

Virginia Polytechnic Institute and State University, Blacksburg, VA
Degree: Doctor of Philosophy, Ph.D., April, 1993
Major: Higher Education Administration

Temple University, Philadelphia, PA
Degree: Master of Science, M.S., August, 1982
Major: Education

Lycoming College, Williamsport, PA
Degree: Bachelor in Arts, B.A. May, 1978
Major: Business Administration

Additional Graduate Studies:

The Pennsylvania State University, University Park, PA
University of Maryland, College Park, MD
Bloomsburg University, Bloomsburg, PA
(Continuous workshops, seminars, and courses at various higher educational institutions)

Community Service Activities

Career Source Heartland Board of Directors
Florida College System Council of Presidents (Steering Committee; Chair, Marketing)
South Florida State College Foundation, Inc. Board Member
Heartland American-Israeli Initiative
Higher Educations Research & Development Institute
AdventHealth Heartland Division Board of Directors

Former Memberships:
Lowcountry Economic Development Alliance, Member
Center for Service Leadership, Founding Member, Executive Board
Beaufort Chamber of Commerce. Associate Board Member
Regional Education Committee (SC Econ. Development Act) Executive Board Member
Beaufort County Human Services Alliance, Executive Committee, Board Member
Greater Island Council of Hilton Head Island (private leadership group/think tank)
Know2 – Private Educational Advisory Group – Steering Committee Member
Crime Stoppers, Inc., Chairman, Board of Trustees, (Charlotte Police Department)
Leadership North Carolina
Habitat for Humanity of Charlotte
Myers Park United Methodist Church
Charlotte Urban Ministry Center
United States Power Squadron
United Way of Central Carolinas
Charlotte Mecklenburg Arts and Science Council
Charlotte Chamber of Commerce

References

Provided upon request.

Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: Ann Martin

Address: 400 Hillcrest Rd., Sebring, FL 33870

Phone: 863-385-3672 Ext# 1306

Email: amartin@careersourceheartland.com

I wish to be appointed to the following board, committee, authority or special activity of the Highlands County Board of County Commissioners: IDA/EDC

as a: ◉ regular member ○ alternate ○ advisory only

Employment experience

Current: CareerSource Heartland

Brief description: Chief Programs Officer - Responsible for career centers and ensuring programmatic compliance of grant-funded programs.

Previous: Hardee County Council on Aging, Inc.

Brief description: Executive Director - Directed and coordinated the agency's financial and budget activities to fund operations and maximize services to elderly living in Hardee County.

Education/special training

High School: Hardee County High School

College: Bachelor of Public Administration - Barry University

Special training: Florida Certified Workforce Professional

Activities & interests: Golf/Reading

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

Transportation Disadvantaged Multi-County Local Coordinating Board Serving DeSoto, Hardee, Highlands, and Okeechobee Counties - Regular Member

Mobility Advisory Committee for the Heartland Regional Transportation Planning Organization (HRTPO) - Regular Member

---

Are you related to any county employee or county commissioner ? ○ Yes ◉ No

Name of relative: **Relationship:**

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at http://hcbcc.net/section/index.php. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Signature: Ann Martin Date submitted: 7/23/2021

Highlands County Industrial Development Authority and Economic Development Commission Board of Directors Q&A

1) What does economic development mean to you?
Economic development is the concerted effort on the part of local government to influence the direction of investment toward opportunities that can lead to long-term economic prosperity of workers, business, and communities.
2) Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?
Being in workforce development, I understand the importance of collaboration between local workforce development and economic development. As a member of this community, I feel serving on the IDA/EDC Board of Directors for Highlands County will provide the opportunity for me to serve where I can make a difference. It takes all of us working together and combing our resources to enhance the long-term economic prosperity of our county.
3) As a board member, how would you promote economic development for the county?
CareerSource Heartland works closely with our Economic Development partners to promote initiatives and to identify training needs. Once training needs are identified, we work with our partners to help develop the training needed that will allow for a skilled workforce. Without a skilled workforce, bringing in new business and helping existing businesses will suffer. Workforce is and continues to be a strong supporter of economic development.
4) What are your goals for Highlands County economic development?
To build a highly skilled, flexible workforce that will bring new business to our community and assist existing businesses to fill their hiring needs.
5) What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc.)?
Transportation Disadvantaged Multi-County Local Coordinating Board Serving DeSoto, Hardee, Highlands, and Okeechobee Counties Mobility Advisory Committee for the Heartland Regional Transportation Planning Organization (HRTPO)

Please submit formal résumé

Ann R. Martin

Sebring, FL 33870
amartin@careersourceheartland.com

Phone (863) 471-2024
Cell (863) 253-1467

Professional Summary

Conscientious and detail-oriented with proven leadership skills and practical knowledge of business operations, administrative support, office procedures, and problem solving. Highly organized with well-developed verbal and written communication skills.

Professional Skills

- Leadership
- Organizational Management
- Community Relations
- Contract Preparation and Negotiation
- Microsoft Office
- Interpersonal Communication
- Problem Solving
- Customer Service
- Detail Oriented
- Time Management

Employment History

CareerSource Heartland — Sebring, FL

2015 – Present

Chief Programs Officer
Responsible for ensuring compliance with programmatic requirements of grant-funded programs. Assists with planning, development, implementation, project management, data tracking, and evaluation of workforce programs and special projects. Works with staff, contractors, and providers to ensure performance goals and objectives are met in an efficient and timely manner.

2009 – 2015

Special Projects/Quality Assurance Coordinator
Assists in the planning, development, implementation, management, tracking, evaluation and analysis of special projects of varying length, purpose and complexity. Work with contractors and providers to meet performance goals and objectives. Evaluates special projects and CareerSource Heartland sponsored program performance through file review and data analysis.

Hardee County Council on Aging, Inc. — Wauchula, FL

1991 - 2009

Executive Director
Directed and coordinated the agency's financial and budget activities to fund operations and maximize services to elderly living in Hardee County, as directed under contract with the Florida Department of Elder Affairs. Analyzed operations to evaluate the agency's performance and its staff in meeting pre-established objectives and to determine areas of potential cost reduction, program improvement, or policy change. Prepared state, federal and local grant applications, including applicable budgets for funding and implementation of programs. Negotiated and approved contracts and agreements with federal and state agencies, and other organizational entities.

Education History

B*arry University*	Miami, FL
Bachelor of Public Administration	
South Florida Community College	Avon Park, FL
Associate of Arts	

Certifications

Florida Certified Workforce Professional 1	2009
Florida Certified Workforce Professional 2	2010
Florida Certified Workforce Professional 3	2011

Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: Tommy Massey

Address: 3246 Wynstone Ct Sebring FL 33875

Phone: 903-343-8841

Email: tommy.massey@nucor.com

I wish to be appointed to the following board, committee, authority or special activity of the Highlands County Board of County Commissioners: Highlands County Industrial Development Authority & Economic Development Commission Board of Directors

as a: ⊙ regular member ○ alternate ○ advisory only

Employment experience

Current: Nucor Steel Florida, Inc.

Brief description: Department Manager

Previous: Nucor Steel Texas

Brief description: Department Manager

Education/special training

High School: Big Sandy High School, Dallardsville, TX

College:

Special training: Navy Nuclear Propulsion Program, Nucor Financial Acumen Courses.

Activities & interests: Hunting, Fishing, and other Watersports.

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

None

Are you related to any county employee or county commissioner ? ○ Yes ⊙ No

Name of relative: **Relationship:**

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at http://hcbcc.net/section/index.php. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Signature:  Date submitted: 4/21/2021

1. What does economic development mean to you?

A strong and growing economy is vital to any community, town, city, state, or country. Economic development is the constant recruitment and assessment of business and organizations that add to the economy as well as finding ways to support already existing business and organizations as well as encourage new "home grown" businesses. This support could come in many ways but would include such things as advocating for competitive tax incentives for new businesses, ensuring that infrastructure supports future businesses, and educating the public about the benefits of new businesses.

2. Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?

A couple of reasons, first, I saw how supportive Highlands county has been in helping bring Nucor to this area. Even though our plant is not physically located in Highlands county, there has been much done to support our building and staffing of the new facility. I would like to return the favor by serving on the board and helping Highlands county to continue to support new and existing businesses. Second, as a resident for nearly 3 years and having children that have attended both high school and college in Highlands county, my family has grown to love the area. I think Highlands county has a lot to offer and would love to see it continue to grow and be prosperous.

3. As a board member, how would you promote economic development for the county?

As a board member, I would bring my 21 years of industrial experience as well as 10 years of military experience to share and help assess and promote new economic plans, programs, and potential businesses. I would also use my large network of contractors and vendors that I have relationships with to look for opportunities for growth in Highlands county. And as I learn how the Board operates and what other avenues there are for me to contribute, I will engage those activities.

4. What are your goals for Highlands County economic development?

My goals would be for Highlands county to be a "sought-after" place for new businesses that fit the profile for what would bring benefit to our county. I would also like to see Highlands county support the growth of new business from existing residents.

5. What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc)?

I am currently a Member at Large of the Veterans of Foreign Wars. I served two separate terms as Quartermaster at the post in Jewett, Texas. This involved maintaining the finances of the Post as well as leading and organizing the community outreach events and programs for the post.

Tommy L. Massey

3246 Wynstone Ct, Sebring Fl. 33875
tommy.massey@nucor.com
(903) 343-8841

EXPERIENCE:
30+ years of increasing knowledge, skills, and experience in the areas of industrial operations & maintenance, electrical & mechanical crafts, manufacturing processes, equipment, automation, reliability, project management, organizational change, strategy & execution, and most importantly leadership of people, processes, & systems.

2018 to Present
Nucor Steel Florida, Inc., Frostproof Fl
Maintenance & Engineering Manager & Project Manager

- Project Manager for $250M construction and startup of Nucor's MicroMill.
- Provide leadership for Maintenance and Operations teams to successfully operate and maintain the rebar mill.
- Involved in all aspects of the business including sales and financial.

2010 to 2018
Nucor Steel, Jewett, TX

Maintenance & Engineering Department Manager:

- In Nucor, as 1 of 6 Department Managers, I am expected to collaboratively with my peers set forth the Nucor Texas long term Strategic and Annual Operating agendas and lead the entire team in executing both. These agendas align with the Nucor Bar Group and Nucor Corp. Strategic agendas. I have taken a leadership role with this responsibility.
- Provide direct leadership for 9 Supervisors and 85 team members with the responsibility to oversee and execute all aspects of Asset Performance including budgeting, training, engineering, continuous improvement, and maintenance & repair in alignment with the Nucor Texas Strategic and Operating agendas.
- Lead my department to manage an average annual budget of $27M.
- Lead my department in the oversight and optimization of a $19M MRO inventory.
- Lead my department in the development & execution of Leadership Succession Planning.
- Lead the Nucor Enterprise Commercial Excellence Communication team in developing and enabling an impactful and consistent message around our Nucor Commercial Excellence initiative.
- Lead the Nucor Bar Group Asset Performance Best Practice team in setting direction, providing oversight, and executing the implementation of Reliability Process improvement and CMMS software at 13 Bar Group sites.

2007 to 2010
Nucor Steel, Jewett, TX

Electrical Supervisor:

- As a Supervisor in Nucor, I was expected to collaboratively with my peers lead the team in support of our Nucor Culture, Mission, and Values.
- Provide direct leadership for 18 team members including expectations, coaching, growth & development, and accountability.
- Oversaw the implementation of a formalized Electrical Safety team who implemented the requirements of NFPA70E including compliance and training.
- Implement and support plant cost reduction plans through process & equipment improvement.

- Identify usefulness of new technologies in support of manufacturing requirements.
- Interface with contractors, skilled trades, affiliate companies, engineers, and equipment manufacturers.
- Perform root cause analysis of electrical/electronic controls challenges and opportunities.
- Lead electrical & automation projects.
- Provided continued leadership for the Nucor Texas Asset Performance initiative.
- Original member of the Nucor Texas Growth & Development team.

2000 to 2007
Nucor Steel, Jewett, TX
Shift Electrician, Day Electrician, Lead Mechanic:

- Supported the operations team in day to day process and equipment challenges.
- Executed preventative & predictive maintenance activities and analysis.
- Identified and implemented process & equipment improvement projects in assigned area including interacting with and leading OEM's and contractors.
- Leader of the Nucor Texas Asset Performance team in implementing improved process & systems.
- Served on the construction, startup, and commissioning team for the new Melt Shop. A $100M Capital Investment project to replace the existing facility.
- Lead the Melt Shop Mechanical crew for 1 year in carrying out the day to day execution of maintenance & repair activities and outage planning & execution.

1996 to 2000
Naval Nuclear Power Training Unit, Charleston, SC

Staff Instructor, Operator, Maintenance:

- Qualified as Staff Instructor & Operator.
- Supported and cultivated the culture of integrity with the future operators of the Navy's Nuclear Power Plants.
- Involved in training and qualifying over 1,000 Officer & Enlisted students in the proper operation of the Navy Nuclear propulsion plant and support systems.
- Carried out maintenance & repair activities to support the highest availability of the training unit.

1992 to 1996
USS Finback SSN 670, Norfolk, VA

USN Nuclear Trained Electrical Operator & Maintenance:

- Qualified up to the level of Submarines and Shutdown Reactor Operator.
- Operated and maintained the USS Finback's nuclear propulsion plant in such a manner to ensure 100% mission readiness & availability.
- Supported the successful completion of 4 deployments critical to the security of the Nation and numerous training and support deployments.
- Performed routine and corrective maintenance on the submarine's Nuclear Propulsion plant and supporting systems.

EDUCATION:
Big Sandy High School—Salutatorian
Naval Nuclear Power Electrician "A" School—Orlando FL
Naval Nuclear Power School—Orlando, FL
Naval Nuclear Power Training Unit Prototype School—Charleston, SC
7 Habits of Highly Effective People
Speed of Trust
4 Disciplines of Execution

HIGHLANDS COUNTY, FL
ECONOMIC DEVELOPMENT

September 8, 2021

Dear Highlands County Board of County Commissioners:

According to the Highlands County Board of County Commissioner's policy on board appointments, guideline four : "... each committee member shall be limited to two (2) consecutive terms of service and must not have served for one (1) year to be eligible for (re)appointment, unless a committee desires to retain a committee member whose term is expiring and provides a written recommendation to the Board requesting retention of that committee member that states the reasons for the committee's preference for retention of that particular committee member rather than the appointment of a new committee member to that committee; and the Board approves retention of that committee member for one additional term."

Dr. Thomas Leitzel's term is set to expire in September 2021. As such, on Wednesday, September 8, 2021, the Highlands County Industrial Development Authority (IDA) moved to recommend Dr. Thomas Leitzel for reappointment and is requesting to waive the one-year break between the consecutive years of service. There are five terms expiring in September on the IDA Board, and at this time, there are five submitted applications. As such, since there are five term expirations and five applications including Dr. Leitzels's, the board respectfully requests to retain Dr. Thomas Leitzel due to his institutional knowledge of the board and his professional experience as President of South Florida State College.

Sincerely,

Janet Barber

Janet Barber

IDA Board Chair

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **A resolution of the Highlands County Board of County Commissioners pertaining to economic development related confidentiality agreements.**

STATEMENT OF ISSUE

The primary objective of Highlands County Economic Development (HCED) is to promote and foster sustainable economic growth in Highlands County . HCED is dedicated to attracting a variety of businesses to enhance the quality of life for citizens of Highlands County. From time to time a business entity will request that HCED execute a confidentiality agreement as opposed to replying on the protections provided by Florida Statutes, Section 288.075. The County has determined in pursuit of government efficiency, that it is in the best interest of the citizens of Highlands County to grant the County Administrator the authority to execute certain a confidentiality agreement in furtherance of the objectives of HCED.

RECOMMENDED ACTION

Move to approve the resolution of the Highlands County Board of County Commissioners pertaining to economic development related confidentiality agreements.

FISCAL IMPACT

No Fiscal Impact

Attachments: Resolution.County Administrator.Economic Development Confidentiality Agreement.SGS.docx

RESOLUTION NO. 20-21-___

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO ECONOMIC DEVELOPMENT RELATED CONFIDENTIALITY AGREEMENTS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR AUTHORIZATION TO EXECUTE ECONOMIC DEVELOPMENT CONFIDENTIALITY AGREEMENTS; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the primary objective of Highlands County Economic Development is to promote and foster sustainable economic growth in Highlands County; and

WHEREAS, Highlands County Economic Development is dedicated to attracting a variety of businesses to enhance the quality of life for the citizens of Highlands County; and

WHEREAS, upon request by the interested entity, Florida Statutes, Section 288.075, authorizes an Economic Development Agency to maintain confidentiality of the prospective target industry seeking to locate or expand its business activities within the jurisdiction of the Agency; and

WHEREAS, from time to time a business entity will request that Highlands County Economic Development execute a confidentiality agreement as opposed to relying on the protections provided by the statute; and

WHEREAS, the County has determined, in pursuit of government efficiency, that it is in the best interest of the citizens of Highlands County to grant the County Administrator the authority to execute certain confidentiality agreements in furtherance of the objectives of Highlands County Economic Development.

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. Authorization to Execute Economic Development Confidentiality Agreements.

A. The County Administrator is hereby authorized to execute Economic Development related confidentiality agreements under the same parameters prescribed by Florida Statutes, Section 288.075, and as the same is amended from time to time.

B. Any such confidentiality agreement shall be in a form acceptable to the County Attorney and shall not include any commitments on the part of the County unless otherwise authorized by separate, applicable statutes, codes, rules, regulations and/or policies of the County.

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

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to authorization for the County Administrator to execute Economic Development related confidentiality agreements on behalf of the County, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

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

PASSED AND ADOPTED this _____ day of October, 2021.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____
Scott Kirouac, Chairman

ATTEST:

_____

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: 10/05/2021

PRESENTER:	**Tanya Cannady, CPA, CDM** **Business Services Director**
SUBJECT/TITLE:	**Accept Sebring Regional Airport Authority and Industrial Park Community Redevelopment Agency (CRA) 2021-2022 annual budget and budget amendments C21-03 and C21-04.**

STATEMENT OF ISSUE

As required by Section 163.387(6)(b), Florida Statues, the CRA is providing the County a copy of the annual adopted budget for fiscal year 2021-2022 and budget amendments for fiscal year 2020-2021 within 10 days of adoption. The CRA provided these documents by email.

RECOMMENDED ACTION

Move to accept the Sebring Regional Airport Authority and Industrial Park Community Redevelopment Agency (CRA) 2021-2022 annual budget and budget amendments C21-03 and C21-04.

FISCAL IMPACT

No fiscal impact

Attachments: Resolution CRA 21-04 Approving Budget Amendment C21-03.pdf
Resolution CRA 21-05 Approving 2021-2022 Budget.pdf
Resolution CRA 21-06 Approving the Appropriation of Funds Remaining C21-04.pdf

RESOLUTION CRA 21-04

A RESOLUTION OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY TO APPROVE AMENDMENT C21-03 TO THE 2020-2021 CRA BUDGET.

WHEREAS, The Sebring Regional Airport and Industrial Park Community Redevelopment Agency (CRA) is required to have an operating budget; and

WHEREAS, said budget is to be used as a tool to project revenues, expenses, and reserves; and

WHEREAS, said budget is to be used as a control of costs and expenditures; and

WHEREAS, said budget can be amended from time to time by action of the CRA Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED BY A MAJORITY OF THE MEMBERS OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:

SECTION 1. The CRA hereby approves the 2020-2021 Budget Amendment C21-03 presented.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 16th day of September 2021 **SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY**

(SEAL)

SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY

By: _____
Mike Willingham, Ex. Director

SEBRING REGIONAL AIRPORT AND COMMUNITY REDEVELOPMENT AGENCY
BUDGET AMENDMENT # CRA C21-03
EFFECTIVE ACCOUNTING PERIOD: July 2021

9/16/2021

SUBMITTED BY: Colleen Plonsky
SIGNATURE:

CENTER	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	INCREASE	DECREASE	REVISED BUDGET	Reason:
REVENUE							
			$ -	$ -	$ -	$ -	
COST CENTER (expenses)							
	512-031-CRA	CRA PRFESSIONAL SERVICES	$ 1,800.00	$ 9,200.00	$ -	$ 11,000.00	BUDGET UNDERSTATED
	512-045-CRA	CRA INSURANCE	$ 900.00	$ 163.00	$ -	$ 1,063.00	BUDGET UNDERSTATED
			$ -	$ -	$ -	$ -	
		Total Increase/(Decrease)	$ -		$ -	$ -	
				Revenue Inc(Dec)	Expense Inc(Dec)		
		Budgeted Operating Reserve	**$226,643.00**	**$ -**	**$ 9,363.00**	**$217,280.00**	

REQUEST #: CRA C21-03

TRANSFER TYPE:
- ☐ ITEM TO ITEM
- ☐ OPERATING RESERVE
- ☐ BY RESOLUTION # CRA 21-04

BOARD APPROVAL:

Executive Director

CRA RESOLUTION 21-05

A RESOLUTION OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY TO APPROVE THE 2021-2022 CRA BUDGET.

WHEREAS, The Sebring Regional Airport and Industrial Park Community Redevelopment Agency (CRA) is required to have an operating budget; and

WHEREAS, said budget is to be used as a tool to project revenues, expenses and reserves; and

WHEREAS, said budget is to be used as a control of costs and expenditures; and

WHEREAS, said budget can be amended from time to time by action of the CRA Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED BY A MAJORITY OF THE MEMBERS OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:

SECTION 1. The CRA hereby approves the 2021-2022 Budget as presented.

SECTION 2. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 16th day of September 2021.

(SEAL)

SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY

By: _____

Mike Willingham, Executive Director

SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK
CRA
2021-2022 BUDGET

REVENUES				
	389-000-CRA	BALANCE BROUGHT FORWARD	$	2,031,701.00
	361-190-CRA	INTEREST INCOME - CRA		5,000.00
	386-700-CRA	CRA INCREMENTAL TAX REVENUE		390,155.00
TOTAL REVENUES			$	2,426,856.00
EXPENDITURES				
	512-031-CRA	CRA PROFESSIONAL SERVICES	$	15,000.00
	512-033-CRA	CRA LEGAL SERVICES		20,000.00
	512-042-CRA	CRA POSTAGE		30.00
	512-045-CRA	CRA INSURANCE		1,300.00
	512-050-CRA	CRA LICENSES AND PERMITS		350.00
	512-054-CRA	CRA BOOKS, PUBLICATIONS & DUES		600.00
	512-055-CRA	CRA ADVERTISING		300.00
	512-091-CRA	CRA AGREEMENTS (NON-SAA)		-
	512-092-CRA	CRA AGREEMENTS (SAA)		385,000.00
	512-999-CRA	TRANSFER OUT REIMBURSABLE EXPENSES		3,000.00
	542-301-CRA	HAYWOOD TAYLOR RESURFACING		740,000.00
	542-302-CRA	WEBSTER TURN RESURFACING		60,000.00
	542-303-CRA	RUNWAY EXT1-19 TAXIWAY A EXT 7,000 TOTAL		750,349.00
	542-304-CRA	AIRFIELD DRAINAGE		450,927.00
TOTAL EXPENDITURES			$	2,426,856.00
		NET INCOME FROM OPERATION		-

RESOLUTION NO. CRA 21-06

A RESOLUTION OF THE SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY APPROVING THE APPROPRIATION OF FUNDS REMAINING IN THE REDEVELOPMENT TRUST FUND TO CERTAIN PROJECTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Highlands County, Florida created a redevelopment trust fund ("Trust Fund") for the Sebring Regional Airport and Industrial Park Community Redevelopment Agency ("CRA") pursuant to Section 163.387, Florida Statutes; and

WHEREAS, for Fiscal Year 2020/2021, the CRA budgeted and appropriated funds deposited in the Trust Fund to pay certain administrative and operating expenses as well as project and program expenses of the CRA; and

WHEREAS, certain funds remain in the Trust Fund as of September 30, 2021 after payment of all budgeted expenses; and

NOW, THEREFORE, BE IT RESOLVED BY THE SEBRING REGAIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY, that:

1. As of September 30, 2021, the anticipated unexpended amount of $231,352.00 remains in the Trust Fund.

2. The Board of Commissioners of the CRA desires to appropriate such funds to the specific redevelopment projects and programs identified in the CRA's Community Redevelopment Plan Update – Second Update dated November 19, 2015, in the amounts shown on Budget Amendment C21-04 and encumber said funds for Fiscal Year 2021/2022. Additional projects and programs may be introduced during Fiscal Year 2021/2022 as budget amendments in accordance with Florida Statutes.

3. If any section, subsection, sentence, clause, phrase, word, or portion of the resolution is for any reason held invalid or unconstitutional by any court of

competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion hereto.

4. This resolution shall become effective immediately upon adoption.

PASSED IN PUBLIC SESSION of the Board of Commissioners of the Sebring Regional Airport and Industrial Park Community Redevelopment Agency, this 16th day of September, A.D., 2021.

SEBRING REGIONAL AIRPORT AND INDUSTRIAL PARK COMMUNITY REDEVELOPMENT AGENCY

(SEAL)

By: _____

/s/ Mike Willingham, Executive Director

SEBRING REGIONAL AIRPORT AND COMMUNITY REDEVELOPMENT AGENCY
BUDGET AMENDMENT # CRA C21-04
EFFECTIVE ACCOUNTING PERIOD: Sept 30, 2021

9/30/2021

SUBMITTED BY: Colleen Plonsky
SIGNATURE: Colleen Plonsky

CENTER	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	INCREASE	DECREASE	REVISED BUDGET	Reason:
REVENUE							
	389-000-CRA	FUND BALANCE BROUGHT FORWARD	$ -	$ 231,352.00	$ -	$ 231,352.00	UNBUDGETED
COST CENTER (expenses)							
	542-304-CRA	AIRFIELD DRAINAGE REHAB	$ -	$ 231,352.00	$ -	$ 231,352.00	ALLOCATE FUND BALANCE TO FUTURE PROJECT
					$ -		
					$ -		
		Total Increase/(Decrease)	$ -		$ -	$ -	
				Revenue Inc(Dec)	Expense Inc(Dec)		
		Budgeted Operating Reserve		**$ 231,352.00**	**$ 231,352.00**	**$0.00**	

REQUEST #: CRA C21-04

TRANSFER TYPE:
- ☐ ITEM TO ITEM
- ☐ OPERATING RESERVE
- ☐ BY RESOLUTION # CRA 21-06

BOARD APPROVAL:

Executive Director

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request approval of the Tourism Development Council Lead Consultant contract with Gray Dog Publishing, Inc. for Fiscal Year 21-22.**

STATEMENT OF ISSUE

The Tourism Development Council's Lead Consultant contract ends in September 2021, and cannot be extended. The consultant position was solicited through Purchasing's Request for Proposal (RFP) process - RFP 21-008. Three proposal were received in response. The consultant review committee ranked the proposals: 1. Gray Dog Publishing, Inc. at 287 points, 2. Sports Facilities Management, LLC at 228 points, and 3. Flourish Media, LLC at 160.5 points.

The contract negotiation price with the top ranking respondent, Gray Dog, is as follows: $96,000 Consultant and Travel annual exp.; 3% escalator upon successful evaluation.

RFP 21-008 (TDC Lead Consultant) was discussed with the Tourism Development Council at the August 19, 2021 meeting. The Council asked for their recommendation of Gray Dog Publishing, Inc. to be noted on this agenda item, along with an acknowledgement of how pleased the Council is with the work Gray Dog has done and would prefer to continue working with the current consultant.

RECOMMENDED ACTION

Request approval of the Tourism Development Council Lead Consultant contract with Gray Dog Publishing, Inc. for Fiscal Year 21-22.

FISCAL IMPACT

The fiscal impact is an increase to Fund 152 (Tourist Development) and the overall FY22 budget in the amount of $17,700 to Cost Center 5301 (Tourist Dev - Operations), account 53400 (Contractual Services).

Attachments: RFP 21-008 Intent to Award - TDC Consultant.pdf
8.19.2021_Draft_TDC_Min.pdf
RFP 21-008 Gray Dog Contract DMR 09-24-2021.docx

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
Purchasing Division

NOTICE OF INTENT TO AWARD
RFP 21-008
Lead Tourism Consultant

	LOCAL VENDOR	Total Score	RANK
Flourish Media, LLC	**No**	160.5	**3**
Gray Dog Publishing, Inc.	**Yes**	287	**1**
Sports Facilities Management, LLC	**No**	228	**2**

Notice of Intent to Award in the rank order with Gray Dog Publishing, Inc. ranked first.

Notice of Intent to Award is posted to highlandsfl.gov at _____ A.M. / P.M. on _____.

End of protest period: 4 P.M. on _____.

FAILURE TO FOLLOW THE PURCHASING PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED IN SECTION 24 OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING MANUAL SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS. THAT PURCHASING MANUAL IS AVAILABLE FOR PUBLIC INSPECTION IN THE PURCHASING DIVISION ANDON THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS' WEBSITE (www.highlandsfl.gov) AND MAY BE OBTAINED FROM THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PURCHASING DIVISION.

Christine Davis 7-30-21

Christine Davis, Purchasing Manager Date

_____

Leah Sauls, Development Services Director Date

Highlands County Tourist Development Council
Highlands County Government Center Boardroom
Regular Meeting
August 19, 2021 @ 8:15 a.m.

Draft Regular Meeting

1. The meeting was called to order at 8:17 a.m. by Vicki Pontius.

Roll Call

Council Members Present:
Commissioner Chris Campbell
Vicki Pontius
Mark Stewart
Maria Sutherland
John Story

Council Members Absent:
Bill Brantley
Cindy Garren
Christine Hatfield

Also, Present:
Andy Kesling, Citrus Golf Trail/ Sun 'N Lake Golf Club
Leah Sauls, Development Services Director
Casey Hartt, Lead Marketing Consultant
Chantel Brutus, Legal Assistant/Fill in for vacant TDC assistant position
Joel Lamp, Airstream Ventures, LLC.
Cliff Woods
Rachel Barry, Zoning Supervisor
Matt Raulerson, Assistant County Attorney

Vicki Pontius and Chantel Brutus established that a quorum was present, and the meeting was properly noticed.

2. Acceptance of TDC Meeting Minutes of June 10, 2021.

Ms. Pontius inquired if there were any comments or changes to the minutes of June 10, 2021. Ms. Pontius made a motion, seconded by Ms. Sutherland to approve the meeting minutes. Upon roll call the Council voted aye. The motion passed.

3. Financial and Office Reports

Ms. Pontius presented the Monthly Expenditure and Revenue Reports year to date ending May 30, 2021, which makes a total up to date of $848,033.94.

Ms. Pontius made a motion, seconded by Mr. Stewart, to approve the financial reports as presented. Upon roll call the Council voted aye. The motion passed.

4. Marketing & Event Updates

A. Marketing Update

Ms. Hartt presented her Marketing report. Ms. Hartt updated the TDC and public that TDC staff and Airstream Ventures has focused on bringing sporting events to the area and allocating TDC funds to make that possible. The TDC has also applied for and received multiple Florida Sports grants to help with funding these events. Ms. Rydecki has stated her hotel has been full the last few months and numbers are looking good for accommodations, which we should see in the updated revenues when the financial department releases them.

TDC staff has resumed their community outreach and presentations with local stakeholders. These meetings generate a lot of useful feedback from the local community.

Lunker Louie has been secured as Visit Sebring's Fishing Ambassador. Lunker Louie fishes locally and posts on social media to attract fisherman to the area through his large following on social media.

B. Sports Events Update

Mr. Lamp presented an update on the sports events that TDC and Airstream Ventures has worked to bring to the Sebring Area. Mr. Lamp states that they have secured 8 sporting events. TDC staff and Airstream also held a County-wide meeting in April regarding Pickleball with nearly 40 people in attendance to discuss the sport and interest in Highlands County.

5. Items for Voting

A. GFNY Grant Amendment Request

The Board agreed to allow Ms. Fluhme to modify her grant application changing TDC funded expenses from marketing to MOT.

Ms. Pontius made a motion, seconded by Mr. Story, to approve the grant modification to allow MOT services. Upon roll call, all Council members on the call voted aye. The motion passed.

B. Highlands County Golf

Mr. Wood brought a Highlands County Golf Tourism Sales Proposal to the TDC asking them to spend $183,200 on recruiting a professional salesperson with digital sales/marketing experience, provide a budget to develop leads, develop sales literature, produce a video to be used as a sales aid, adjust the CGT website to include a focus on golf groups, and incidental sales/marketing expenses.

None of the TDC members were in agreeance with the proposal and the item was dropped.

C. Event Grant Program Proposed Changes

Ms. Hartt presented the proposed changes to the TDC Event Grant Program Applications.

Ms. Sutherland made a motion, seconded by Mr. Story to approve the Grant Application changes. Upon roll call, all Council members on the call voted aye. The motion passed

D. 2021-2022 Marketing Plan and Budget

Ms. Hartt presented her 2021-2022 Marketing Plan and Budget to the TDC board. Ms. Hartt's proposed preliminary budget would allocate $675,000 to marketing and promotions.

Mr. Story made a motion, seconded by Mr. Stewart, to approve the 2021-2022 Marketing Plan and Budget. Upon roll call, all Council members on the call voted aye. The motion passed.

E. TDC Alternate Members

TDC members decided to drop this item and bring it back at a later date if they decided they needed alternate members to be added since it was brought to TDC's attention that it was decided by Legal that Commissioner Campbell can vote per FL. Statue.

6. Old Business/Discussion

A. RFP Update

Ms. Sauls reported that Gray Dog Publishing ranked highest in the BID process and an offer was made. The TDC had a discussion asking Ms. Sauls to please bring their recommendation of Gray Dog to the Board of County Commissioners attention so they are aware of how pleased they are with the work Gray Dog has been doing and would like to continue in the same direction.

B. Tourism Insights Awards Update

Ms. Hartt stated that TDC staff has secured Brain London as a guest speaker for the event and it will be held on September 29, 2021 at 2p.m. in the Government Center, Board Room.

C. Stakeholder Meetings

Ms. Hartt informed the TDC that staff has continued their community outreach by having stakeholder meetings again after being put on hold due to COVID-19.
TDC Staff held a stakeholders meeting day and met with owners/ representatives from Arts & Culture, Agritourism, and Restaurant & Hotels.

D. TDT Letter

Ms. Sauls informed the TDC that the TDT informational letter has been put on hold until further direction from Administration.

7. Public Input

8. Board Member Roundtable

The TDC requested that the Fl. Statue that makes up the Tourism Development be included in the next meetings agenda for them to review and have a copy of. They also asked that legal take a look at the statue and ordinance and make revisions as they see fit.

9. Upcoming Meeting

A. Agritourism Forum, TBD
B. Tourism Insights Awards September 29, 2021 @ 2 p.m., Government Center, Boardroom
C. TDC Board Meeting October 28, 2021 @ 8:15 a.m., Government Center, Boardroom
D. AdventureEDU Program November 4-5, 2021, Inn on the Lakes

9. Adjournment

Ms. Pontius adjourned the meeting at 10:32 a.m.

For all backup documents, please contact Highlands County Public Information Office 863-402-6500.

AGREEMENT

This Contract ("Contract") is made by and between Highlands County, a political subdivision of the State of Florida ("County") 600 S. Commerce Avenue, Sebring, Florida 33870, and Gray Dog Publishing, Inc. ("Consultant"), 3200 U.S. 27 South, Suite 402, Sebring, Florida 33870.

WITNESSETH

WHEREAS, the County has competitively solicited for Tourism Consultant Services pursuant to the County's Purchasing Policy and RFP 21-008; and

WHEREAS, Consultant has submitted the lowest responsive bid most advantageous to the County related to the services set forth in RFP 21-008; and

WHEREAS, the parties hereto have agreed to the terms and conditions cited herein based on said solicitation;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

SECTION 1. RECITALS.

The above Recitals are true and correct and are incorporated herein by this reference.

SECTION 2. TERM.

The Term of this Agreement shall commence on October 1, 2021, for a initial period of one (1) year and may be renewed for five (5) additional one year periods, for a total Term of six years. The annual renewal shall be in the form of a written Amendment in a form acceptable to the County Attorney and executed in the sole discretion of the County Administrator. Each Amendment executed in accordance herewith will be reported to the Board of County Commissioners as an informational item. Failure to report such Amendment to the Board of County Commissioners shall not affect the validity of the Amendment.

SECTION 3. SCOPE OF SERVICES.

Consultant shall provide consulting services to the County to promote Highlands County as a destination for tourism, sport activities, conventions, and conferences by performing the Scope of Work described in **Exhibit "A"**, attached hereto. To the extent of any conflict between Exhibit "A" and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail. The services shall be performed by Consultant under the direction of the Highlands County Development Services Director, or his or her designee, ("Contract Manager").

SECTION 4. OBLIGATIONS OF THE CONSULTANT.

Obligations of the CONSULTANT shall include, but not be limited to, the following:

A. It is understood that the CONSULTANT shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any

type whatsoever, which may be necessary to fully complete and deliver the goods and/or services requested by the COUNTY, and shall not have the authority to create or cause to be filed any liens for labor and/or materials on or against the COUNTY or any property owned by the COUNTY. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment expected by virtue of this Agreement.

B. The CONSULTANT will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions set herein when providing services for the COUNTY in accordance herewith.

C. The CONSULTANT will maintain an adequate and competent staff and remain authorized to do business within the State of Florida.

SECTION 5. STANDARD OF CARE.

A. The CONSULTANT has represented to the COUNTY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Agreement, the CONSULTANT agrees that the CONSULTANT will exercise that degree of care, knowledge, skill, and ability as any other similarly situated CONSULTANT possessing the degree of skill, knowledge, experience, and expertise, working on similar activities. The CONSULTANT shall perform the services requested in an efficient manner consistent with the COUNTY's stated objectives and standards.

B. The CONSULTANT covenants and agrees that it and its employees, agents, sub-contractors, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

SECTION 6. TERMINATION.

Either party may terminate this Agreement, with or without cause, given thirty (30) days written notice to the other party.

SECTION 7. COMPENSATION.

A. Compensation for services completed by the CONSULTANT will be in accordance with Florida Statutes, section 218.70, Florida's Prompt Payment Act. The amount to be paid under this Agreement for services shall be in accordance with the pricing schedule set forth in **Exhibit "B"** which is attached hereto. To the extent of any conflict between **Exhibit "B"** and the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.

B. Services to be performed in accordance with this Agreement are subject to the annual appropriation of funds by the COUNTY. In its sole discretion, the COUNTY reserves the right to forego use of the CONSULTANT for any work which may fall within the Scope of Services listed herein. In the event the COUNTY is not satisfied with the services provided by the CONSULTANT, the COUNTY will hold any amounts due until such time as the CONSULTANT has appropriately addressed the problem, so long as the COUNTY has provided notice of defect to the CONSULTANT.

SECTION 8. PAYMENT WHEN SERVICES ARE TERMINATED.

A. In the event of termination of this Agreement by the COUNTY, and not due to the fault of the CONSULTANT, the COUNTY shall compensate the CONSULTANT for all services performed prior to the effective date of termination.

B. In the event of termination of this Agreement due to the fault of the CONSULTANT, or at the written request of the CONSULTANT, the COUNTY shall compensate the CONSULTANT for all services completed, prior to the effective date of termination, which have resulted in a usable product, or otherwise tangible benefit to the COUNTY. All such payments shall be subject to an off-set for any damages incurred by the COUNTY resulting from any delay occasioned by early termination. This provision shall in no way be construed as the sole remedy available to the COUNTY in the event of breach by the CONSULTANT.

SECTION 9. INSURANCE

A. The CONSULTANT shall maintain the following types of insurance, with the respective limits, and shall provide proof of same to the COUNTY, in the form of a Certificate of Insurance prior to the start of any work hereunder:

1. AUTOMOBILE:
   b. Combined Single Limit: $300,000 per accident,

   OR

   c. Bodily Injury: $300,000 per person,

   AND

   Property Damage: $100,000 per accident;

2. GENERAL LIABILITY: One Million Dollars ($1,000,000.00) each occurrence;

3. GENERAL AGGREGATE: One Million Dollars ($1,000,000.00);

4. EXCESS COVERAGE: One Million Dollars ($1,000,000.00); and,
5. WORKERS' COMPENSATION: Employers' liability insurance which covers the statutory obligation for all persons engaged in the performance of the work required hereunder with limits not less than One Hundred Thousand Dollars ($100,000.00) per occurrence. Evidence of qualified self-insurance status will suffice for this subsection.

B. For every insurance policy required hereunder, the CONSULTANT shall provide the COUNTY with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:

1. The name of the insured CONSULTANT,
2. The specified job by name and job number,
3. List the "BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY" as a Certificate Holder,
4. Recognizes the Indemnification requirements of this Agreement.

5. The name of the insurer,
6. The number of the policy,
7. The effective date,
8. The termination date,
9. A statement that the insurer will mail notice to the COUNTY at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy.

C. Receipt of certificates or other documentation of insurance or policies or copies of policies by the COUNTY, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the CONSULTANT's obligation to fulfill the insurance requirements specified herein.

D. The CONSULTANT shall ensure that any sub-contractor(s), hired to perform any of the duties contained in the Scope of Services of this Agreement, maintain the same insurance requirements set forth herein. In addition, the CONSULTANT shall maintain proof of same on file and made readily available upon request by the COUNTY.

SECTION 10. COUNTY OBLIGATIONS.

At the CONSULTANT's request, the COUNTY agrees to provide, at no cost, all pertinent information known to be available to the COUNTY to assist the CONSULTANT in providing and performing the required services.

SECTION 11. ENTIRE AGREEMENT.

This Agreement, including referenced exhibits and attachments hereto, constitutes the entire agreement between the parties and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior agreements or understandings shall have no force or affect whatsoever on this Agreement.

SECTION 12. APPLICABLE LAW, VENUE, JURY TRIAL.

The laws of the State of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall lie in Lake County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Agreement, which may be brought by either of the parties hereto.

SECTION 13. PUBLIC RECORDS.

A. Pursuant to Florida Statutes, Section 119.0701:

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

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

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

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

SECTION 14. INDEPENDENT CONTRACTOR.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the CONSULTANT, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the COUNTY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONSULTANT will retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONSULTANT's activities and responsibilities hereunder.

SECTION 15. APPLICABLE LICENSING.

The CONSULTANT, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth herein.

SECTION 16. COMPLIANCE WITH ALL LAWS.

The CONSULTANT, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Agreement or are adopted at any time following the execution of this Agreement.

SECTION 17. INDEMNIFICATION.

The CONSULTANT agrees to be liable for any and all damages, losses, and expenses incurred, by the COUNTY, in any way related to the services provided herein and this Agreement, caused by the acts and/or omissions of the CONSULTANT, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The CONSULTANT agrees to indemnify, defend and hold the COUNTY harmless for any and all such claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the CONSULTANT, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like through and including any appeals in any way related to the services provided herein and this Agreement. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement.

SECTION 18. BANKRUPTCY OR INSOLVENCY.

If the CONSULTANT shall file a Petition in Bankruptcy, or if the same shall be adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the CONSULTANT shall be appointed in any proceeding brought by or against the CONSULTANT, or if the CONSULTANT shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONSULTANT's operations of the premises, the COUNTY may terminate this Agreement immediately notwithstanding any notice requirements set forth herein.

SECTION 19. BINDING EFFECT.

This Agreement shall be binding upon and ensure to the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 20. ASSIGNMENT.

This Agreement shall only be assignable by the CONSULTANT upon the express written consent of the COUNTY.

SECTION 21. SEVERABILITY.

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Agreement. It is understood by the parties hereto that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid. If necessary, to preserve the intent of the parties, the parties shall negotiate in good faith to amend this Agreement, adopting a substitute provision for the one deemed invalid or unenforceable that is legally binding and enforceable.

SECTION 22. WAIVER.

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions of this Agreement or to exercise any right or option herein contained, shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, or condition, or right of election, but same shall remain in full force and effect.

SECTION 23. NOTICE.

The parties hereto agree and understand that written notice, mailed or delivered to the last known mailing address, shall constitute sufficient notice to the COUNTY and the CONSULTANT. All notices required and/or made pursuant to this Agreement to be given to the CLERK and the CONSULTANT shall be in writing and given by way of the United States Postal Service, first class mail, postage prepaid, addressed to the following addresses of record:

To County:	Highlands County Board of County Commissioners Attention: County Administrator 600 South Commerce Avenue Sebring, FL 33870 Attn: County Administrator/County Attorney
To Consultant:	Gray Dog Publishing 3200 U.S. 27 South, Suite 402 Sebring, Florida 33870 Attn: Casey Wohl Hartt
County's Contract Manager:	Development Services Director 501 South Commerce Avenue Sebring, FL 33870

SECTION 24. MODIFICATION.

The covenants, terms, and provisions of this Agreement may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence.

SECTION 25. HEADINGS.

All headings of the sections, exhibits, and attachments contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit, or change the provisions contained in such sections, exhibits, and attachments.

SECTION 26. ADMINISTRATIVE DOCUMENTATION CONFLICT.

In the event the COUNTY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the COUNTY's internal purposes only, and any and all terms, provisions, and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms, and provisions of this Agreement and shall have no force or effect thereon. Likewise, any invoice or other instrument issued by the CONSULTANT shall in no way modify the covenants, terms and provisions of this Agreement and shall have no force or effect thereon.

SECTION 27. CONFLICT OF INTEREST.

The CONSULTANT warrants that the CONSULTANT has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that the CONSULTANT has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this Paragraph, the COUNTY shall have the right to terminate this Agreement immediately, without liability and without regard to the notice requirements set forth herein.

SECTION 28. PUBLIC ENTITY CRIMES.

As required by section 287.133, Florida Statutes, the CONSULTANT warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The CONSULTANT further warrants that it will neither utilize the services of, nor contract with, any supplier, sub-contractor, or consultant in connection with this Agreement for a period of thirty-six (36) months from the date of being placed on the convicted contractor list.

SECTION 29. JOINT AUTHORSHIP.

This Agreement shall be construed as resulting from joint negotiation and authorship. No part of this Agreement shall be construed as the product of any one of the parties hereto.

SECTION 30. EQUAL OPPORTUNITY EMPLOYER.

The CONSULTANT is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONSULTANT will further ensure that all sub-contractors it utilizes in providing the services required hereunder will comply with all equal opportunity employment laws.

SECTION 31. SOVEREIGN IMMUNITY.

The COUNTY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Florida Statutes, Section 768.28. Notwithstanding anything set forth in any section, article or paragraph of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of COUNTY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim against the COUNTY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law. This section shall not limit any remedies as specifically contained in this Agreement.

SECTION 32. AUDITING, RECORDS, AND INSPECTION.

In the performance of this Agreement, the CONSULTANT shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures. Throughout the term of this Agreement, books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the COUNTY and shall be retained by the CONSULTANT, for a period of five (5) years after termination or completion of the Agreement or until the full COUNTY audit is complete, whichever comes first. The COUNTY shall retain the right to audit the books during the Five (5) year retention period. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, chapter 119, Florida Statutes. The COUNTY also has the right to conduct an audit within sixty (60) days from the effective

date of this Agreement to determine whether the CONSULTANT has the ability to fulfill its contractual obligations to the satisfaction of the COUNTY. The COUNTY has the right to terminate this Agreement based upon the findings in this audit without regard to any notice requirement for termination.

SECTION 33. EMPLOYMENT ELIGIBILITY VERIFICATION.

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

SECTION 34. USE OF COUNTY NAME, LOGO, SEAL AND/OR FLAG.

The CONSULTANT may only use the COUNTY'S name, logo, seal and/or flag with the express written permission of the COUNTY and consistent with any COUNTY policy related to the same.

(*Signatures on the following page*)

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective the ____ day of _____, 2021.

CONSULTANT, GRAY DOG PUBLISHING, CORP.

By: _____

Print: Casey Wohl Hartt

Title: President

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the CONSULTANT, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2021.

(stamp)

_____
NOTARY PUBLIC, State of Florida

BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY

_____
Scott Kirouac, Chairman

ATTEST:

_____
Jerome Kaszubowski, Clerk

Exhibit "A"
Scope of Services

The Consultant shall:

a. Develop and implement marketing programs and contacts that promote Highlands County as a destination for tourism, sports activities, conventions, and business conferences;
b. Prepare budgets and control expenditures in accordance with County policies and procedures;
c. Assess and analyze the economic impact of target markets and special events;
d. Create and manage relationships with tourism and sports organizations;
e. Assist in the promotion and marketing of Highlands County based tourism and sports organizations;
f. Supervise the County's tourism-related website and related social media, including site changes and updates;
g. Prepare Invitations to Bid, Requests for Proposals, and contracts with outside businesses and consultants for County approval in accordance with County procedures;
h. Provide administrative support and serve as the County in accordance with liaison to the Tourist Development Council;
i. Prepare and present recommendations, amendments, and plan revisions of the Tourist Development Council to the County Commission for approval;
j. Oversee the Tourist Development Council's event grant program;
k. Represent the interests of Highlands County with Florida Tourism Industry Marketing Corporation, Inc., dba VISIT FLORIDA, Destinations Florida, Florida Sports Foundation, and other tourism and sports organizations;
l. Negotiate and obtain commitments for group travel, conventions, special events, conferences, and special activities that increase tourism and enhance the economic climate and tax revenues of the County;
m. Direct the Tourist Development Council's marketing program, including attracting and promoting the return of Highlands County visitors and the development and preparation of guides, brochures, competitive bids, venue information, and related material;
n. Make public presentations regarding the economic impact of the tourism and sports industries in Highlands County;
o. Direct economic and community related tourism and sports development and promotion;
p. Develop relationships with local organizations for presence at major events as defined and designated by the Tourist Development Council;
q. Supervise Tourism Development staff; and
r. Perform related duties as required by the Development Services Director, who is the County employee supervising the services being performed by the Consultant pursuant to this contract.

Exhibit "B"
Compensation

The amount to be paid by the County to the Consultant for the services rendered as the Highlands County Tourism Lead Consultant is Ninety-six Thousand Dollars ($96,000) per year for the first initial year of the Term. For each renewal year, the compensation shall increase by three percent (3%) per year predicated on a successful annual review and agreement to extend by the County Administrator. This annual fee includes all amounts to which Consultant is entitled for travel related purposes and all other expenses. The County shall not be required to pay any additional amounts to the Consultant for any purpose.

Payment Procedures

The Consultant shall submit twelve (12) invoices annually, each in the amount of Eight Thousand Dollars ($8,000.00).

The first invoice shall be submitted for the first thirty (30) day period beginning on October 1, 2021, and thereafter, an invoice shall be submitted on the first of each month for the remaining eleven (11) months of the initial term of the contract, unless earlier terminated.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER: **David Nitz, OMB Manager**

SUBJECT/TITLE: **Request approval of Budget Amendment 20-21-144 for Pre-EOY Negative Account balance Clean-Up in Various Cost Centers.**

STATEMENT OF ISSUE

This budget amendment is necessary for Pre-End-Of-Year Negative Account balance clean-up in various cost centers for accounting purposes.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-144.

FISCAL IMPACT

There is no fiscal impact to the overall budget.

Attachments: 20-21-144 Cost Center Negative Balances (BA).pdf

APPROVED
BOARD OF COUNTY COMMISSIONERS
September 24, 2021
O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

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

DATE: **9/23/2021**

SUBMITTED BY: **OMB**

FUND(S): **005; 110**

FUND TITLE(S): **General; Transportation Trust**

COST CENTER(S) #: **2100; 2104; 2107; 2108; 2109; 2558; 2700; 5221; 6304; 5108; 4105**

PROJECT(S) #:

PROJECT TITLE(S):

COST CENTER TITLE(S): **Business Svcs; Co Admin; Personnel Office; Non Ad Valorem; PIO; Purchasing; Cnty Plan/Dev 005; Public Assist. Prog; Coop Aquatic Plant Prog; Hlth Care Responsibility Act; Traffic Operations**

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2100	51200	Regular Salary & Wages		161,741.00		1,500.00	160,241.00
E	005	2100	55403	Education & Training		900.00	1,500.00		2,400.00
E	005	2104	51200	Regular Salary & Wages		373,511.00	27,000.00		400,511.00
E	005	2104	55403	Education & Training		3,735.00	3,000.00		6,735.00
E	005	2107	51200	Regular Salary & Wages		197,312.00		2,500.00	194,812.00
E	005	2107	53400	Contractual Services		3,416.00	2,500.00		5,916.00

REASON: **Cost center Pre-EOY negative account balances clean up.**

OFFICE USE ONLY

OMB RECOMMENDATION:

____ Approval

____ Denial

REQUEST # **20-21-144**

ACTION:

Board ____ Approved ____ Denied

County Administrator ____ Approved ____ Denied

SIGNATURE:

DATE: ____/____/____

TRANSFER TYPE:

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

Signature:

Posted by Clerk:

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 20-21-144

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2108	51200	Regular Salary & Wages		47,782.00		1,000.00	46,782.00
E	005	2108	55200	Operating Supplies		90.00	1,000.00		1,090.00
E	005	2109	51200	Regular Salary & Wages		83,551.00	11,500.00		95,051.00
E	005	2558	54500	Repair & Maintenance		15,861.00		9,050.00	6,811.00
E	005	2558	51200	Regular Salary & Wages		202,848.00	9,050.00		211,898.00
E	005	2700	51200	Regular Salary & Wages		238,329.00		3,500.00	234,829.00
E	005	2700	53400	Contractual Services		-	3,500.00		3,500.00
E	005	5221	53400	Contractual Services		61,893.00	3,500.00		65,393.00
E	005	6304	51200	Regular Salary & Wages		111,868.00		1,500.00	110,368.00
E	005	6304	54000	Travel & Per Diem		3,633.00	1,500.00		5,133.00
E	005	5108	53400	Contractual Services		100,000.00		45,000.00	55,000.00
E	110	4105	51200	Regular Salaries & Wages		449,748.00		20,000.00	429,748.00
E	110	4105	54600	Repair & Maintenance		37,416.00	20,000.00		57,416.00
									-
									-

Form Revised 08/05/2020

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-584SS, for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).**

STATEMENT OF ISSUE

The Applicant is requesting a small-scale comprehensive plan amendment for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from AG to C. The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for future commercial development.

This hearing was originally continued to January 19, 2022, due to recently passed House Bill 59 that requires a Property Rights Element be adopted and included in the Highlands County Comprehensive Plan prior to the initiation and/or adoption of other comprehensive plan amendments. After that hearing, the Florida Department of Economic Opportunity (DEO) provided further guidance and clarification that comprehensive plan amendment applications that were deemed complete by the local government planning authority prior to July 2, 2021 would be considered "initiated" and would be permitted to be adopted before the Property Rights Element. The application for CPA-21-584SS was deemed complete on May 5, 2021; therefore, staff is requesting that the hearing be moved forward.

There is a companion request for a zoning change from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), P&Z 2074. The Planning and Zoning Commission recommended approval of CPA-21-584SS as presented.

RECOMMENDED ACTION

Move to approve and adopt by Ordinance, CPA-21-584SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 4.21 acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C), and transmit CPA-21-584SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report CPA-21-584SS Guerrero & Sanchez
Application CPA-21-584SS Guerrero & Sanchez
Ordinance CPA-21-584SS Guerrero & Sanchez

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Small Scale Comprehensive Plan Amendment	**BCC Hearing Date:** 10/5/2021
Case Number: CPA-21-584SS	**Case Name:** Guerrero and Sanchez
Agent: Pamela T. Karlson	**Property Owners:** Jesus Mendoza Guerrero & Dannia Sanchez
Public Hearing: BCC	**Case Staff Member:** Sandra S. Vázquez

Request: Change the Future Land Use Map (FLUM) for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C)

General Location: An approximate 4.21-acre portion of an approximate 9.21-acre parcel located approximately 0.35 miles north of CR 64 E, on the east side of CR 17A N, at the intersection of CR 17A and E Winthrop Street; the address being 400 CR 17A N, Avon Park, Florida

PARCEL ID: C-24-33-28-A00-0040-0000

Staff Recommendations and Minutes:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Ordinance, CPA-21-584SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C), and transmit CPA-21-584SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the Planning and Zoning Commission (P&Z):** Recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-21-584SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C), and transmit CPA-21-584SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

3. Excerpt from the August 17, DRAFT BCC Meeting Minutes: "9. PUBLIC HEARING

A. Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-584SS, for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).

B. Public hearing to consider adoption of P&Z Hearing No. 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3).

Sandra Vazquez, Planner I, presented items 9A and 9B together as they both pertain to the same property. These public hearings were properly advertised, and proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vazquez stated that staff is requesting that both items be continued until January 18, 2022 at 9:00 a.m., or soon thereafter as possible.

Chairman Kirouac questioned if the applicant was present. Ms. Vazquez stated no.

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

Commissioner Tuck moved approval to continue Hearing CPA-21-584SS to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

Commissioner Roberts moved approval to continue P&Z Hearing No. 2074 to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Rapp seconded the motion.

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

Excerpt from the July 13, 2021, P&Z Minutes and Recommendation to the BCC: "A. HEARING NUMBER CPA-21-584SS – JESUS MENDOZA GUERRERO AND DANNIA SANCHEZ – C/O KARLSON LAW GROUP An approximate 4.21-acre portion of an approximate 9.21-acre parcel located approximately 0.35 miles north of CR 64 E, on the east side of CR 17A N, at the intersection of CR 17A and E Winthrop Street; the address being 400 CR 17A N, Avon Park, Florida; and abbreviated legal as follows: An approximate 4.21-acre parcel located in Section 24, Township 33 South, Range 28 East, Highlands County, Florida.

The Applicant is requesting a small-scale plan amendment from Agriculture (AG) to Commercial (C). Mr. Boring read the request; Mrs. Vazquez and Mrs. Karlson

presented the request. There were no letters received; no one spoke in favor or against the request.

Motion by Mr. Howard and seconded by Mrs. Hunnicutt to recommend to the Board of County Commissioners (BCC) to approve and adopt by Ordinance, CPA-21-584SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C), and transmit CPA-21-584SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 5-0**."

Supplemental Material/Issue Analysis Report:

1. **Request:** The matter for consideration is for a change to the Future Land Use Map of an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).

   The parcel is vacant of structures and partially cleared of native vegetation. The Applicant is proposing to utilize the property for future commercial development.

   There is a companion request for a zoning change from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), P&Z 2074.

2. **Existing Use Analysis:**

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Vacant Commercial	C/AG	B-3 CU/AU
Adjacent Property to the North	County Barn	Public and Quasi-Public Lands District (P)	Public/Quasi-Public Facility and Institutional Lands (P)
Adjacent Property to the South	Groves/Orchards	AG	AU
Adjacent Property to the East	Avon Park High School Ag Barn	AG	AU
Adjacent Property to the West	Groves/Orchards	AG	AU

3. Applicable References:

Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.5, Commercial (C).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU), Section 12.05.242: Business District (B-3), and Section 12.05.292: Conditional Use Districts (CU).

4. Supporting Goals, Objectives, and/or Policies from Comprehensive Plan:

Future Land Use Element

Goal: Ensure a High Quality, Diversified Living Environment through the Efficient Distribution of Compatible Land Uses, Discourage Urban Sprawl, Protect Environmentally Sensitive Lands, Reduce Greenhouse Gas Emissions, and Provide Guidance for the Location, Type, and Intensity for New Development, within the 2010 to 2030 Planning Period

Objective 1: Growth Management Strategy:

Policy 1.1, General Growth Management Strategy:

A. The Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector. The General Growth Management Strategy consists of the following:

1. Encourage compatible future growth, including infill, in the planning period of 2010 to 2030.

2. Allow and encourage compatible infill development wherever properties are already served by public infrastructure, but not utilized at the most suitable density and/or intensity or type of land use in relation to surrounding development.

B. In general, the outward expansion of urban land uses from the municipal limits of Avon Park, Sebring, and Lake Placid shall connect to the existing and planned infrastructures and centralized services that support the communities, municipalities and many of the employment centers of Highlands County. In most instances, development decisions should recognize this as a fundamental principle of policies governing future development within Highlands County. The County will give preference to:

1. Opportunities for infill or redevelopment, where such opportunities exist.

2. Development opportunities which provide permanent jobs and improve the County's revenue base.

3. Well planned development that meets the objectives and policies of this Comprehensive Plan.

5. Department Analysis and Comments of Petitioner's Proposal:

5.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the applicant shall undergo the development review process and additional requirements may be identified at that time.

Natural Resources: The County was interested in this property at one point and Natural Resources was asked to survey for tortoises. There were over 100 tortoise burrows on this property. The new owner called Natural Resources team prior to purchasing and is aware of the high number of burrows. There has already been some clearing of the property and FWC law enforcement should become involved too. We recommend an ECR as there may be skinks on the property as well. Additionally, this property is in one of the MAZ zones (probably MAZ 2). We recommend against any zoning changes until the property owner has worked with FWC law enforcement concerning his proposed plans for the property.

Florida Department of Health: No objection.

5.B. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Transportation and Florida Department of Environmental Protection.

5.C. The following Departments, Divisions, and Agencies did not respond: City of Avon Park, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

6.A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation between 160 and 165 feet.
2. **Soils:** The soil underlying the site is *Astatula.* The available water capacity is very low, with a very rapid permeability. Depth to the water table is more than 80 inches. This soil is nearly level to moderately sloping, and excessively drained.
3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site contains areas that have been cleared of native vegetation.

6.B. Land Use Analysis:

1. **Current Use of Land:** The current use of the land is vacant.
2. **Current Future Land Use Map (FLUM) Designation:** The site has a FLUM designation of Agriculture.
3. **Proposed FLUM Designation:** The proposed FLUM designation is Commercial.
4. **Current FLUM Population Yield:** The current FLUM would not allow a dwelling unit to be constructed as it does not meet the minimum 5-acre requirement for Agriculture; therefore, the population yield is zero.
5. **Proposed Intensity:** The proposed FLUM allows a maximum of 0.70 FAR for office; up to 0.80 for other commercial uses.
6. **The Applicant's proposed development program:** The Applicant is proposing to use the site for commercial purposes. No residential uses are proposed.

6.C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates the parcel to contain over 2 acres of Xeric Upland habitat. The Applicant submitted to staff an Environmental Clearance Report on March 25, 2021. The report indicates that Xeric Upland habitat does not exist on site. However, the ECR submitted to staff indicates the potential presence of gopher tortoises. A Gopher Tortoise Burrow Disturbed Site permit from Florida Fish and Wildlife Conservation Commission was submitted to staff on May 3rd, 2021.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0126C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is located within MAZ III as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is not located within any of the defined protection zones as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is located within the Avon Park Executive Airport Conical Surface as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

6.D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an on-site potable water (well) system.
2. **Central Wastewater:** The property will be served by an on-site wastewater treatment system.

3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access onto E Winthrop Street.
5. **Railroad Access:** There is no railroad access to the property.
6. **Recreation:** The proposed development will not require the need for recreation.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

6.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

6.F. Schools: The permitted uses within the Commercial Future Land Use designation are commercial in nature; however, residential uses are permitted as accessory to the business. If any project development generates student impacts to the school district; school concurrency will be required.

6.G. Airports: The subject property is located approximately 2.58 miles northeast of the Avon Park Executive Airport and 12.6 miles northwest of the Sebring Regional Airport.

6.H. Fundamental Planning Analysis ref. Comprehensive Plan:
Technical Support Section II. 3.b. (1-8) for the Future Land Use Element: Sprawl Rule Indicators:

(1) *Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems:* The site is located in an area with other commercial uses. The site access will be directly off of E Winthrop Street which connects to CR 17A, which is an established truck route. Placing the non-retail commercial business at this site will remove additional potential traffic on US Highway 27 and leaves sites more suitable to retail on the highway. It is south of the School Board of Highlands County (SBHC) bus depot, and the Highlands County Board of County Commissioners Avon Park Road and Bridge barn and gas pumps. The proposed use will not adversely impact the natural resources or ecosystems. All required permits from appropriate agencies shall be obtained prior to development.

(2) *Promotes the efficient and cost-effective provision or extension of public infrastructure and services:* The future development will be able to connect to future central potable water and wastewater systems. Fire services and law enforcement are already available.

(3) *Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system,*

including pedestrian, bicycle, and transit, if available: This indicator is not applicable.

(4) *Promotes conservation of water and energy:* The property is located in an area near other establishments that are commercial in nature. Building near other commercial establishments will allow for consumers to combine trips.

(5) *Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils:* This indicator is not applicable.

(6) *Preserves open space and natural lands and provides for public open space and recreation needs:* The future development will locate on already disturbed natural lands; hence, the development preserves other open space and natural lands.

(7) *Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area:* The proposed development is in an existing commercial area, which will allow for additional commercial uses for the residential neighborhoods in the area.

(8) *Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164:* This indicator is not applicable.

7. Mandatory Findings of Fact:

Use Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed Small Scale Comprehensive Plan Amendment.

Historical and Archaeological Clearance: The proposed Small Scale Comprehensive Plan Amendment **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs

in effect at the time the applicable development order becomes effective as **provided by law.**

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Ordinance, CPA-21-584SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 4.21 acres from Agriculture (AG) to Commercial (C), and transmit CPA-21-584SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Future Land Use Map
Exhibit 4: Proposed Future Land Use Map
Exhibit 5: Site Plan
Exhibit 6: Site Photographs

Exhibit 1:

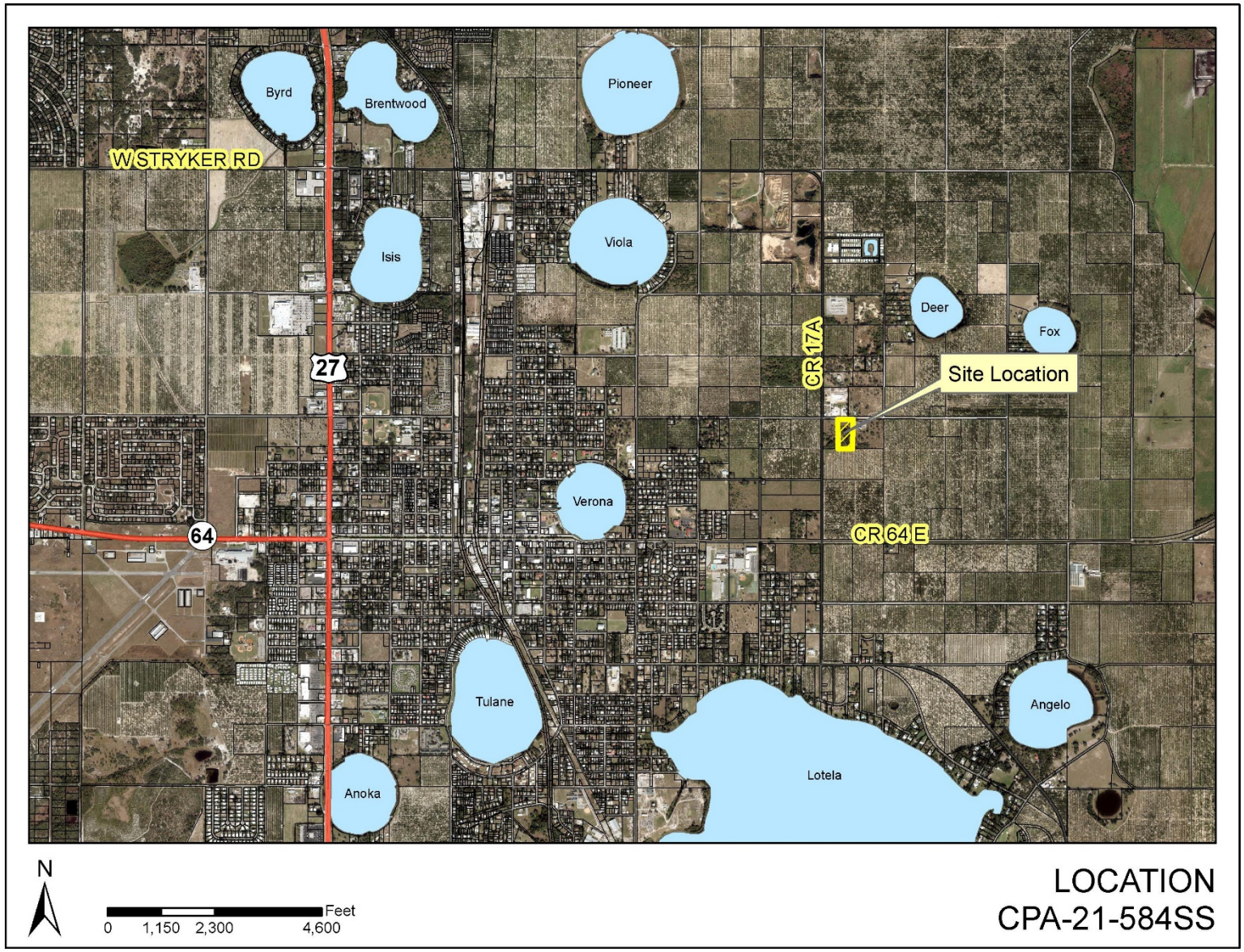

Byrd
Brentwood
Pioneer
W STRYKER RD
Isis
Viola
Deer
Fox
CR 17A
27
Site Location
Verona
64
CR 64 E
Tulane
Angelo
Lotela
Anoka
N
Feet
0
1,150
2,300
4,600
LOCATION
CPA-21-584SS

Exhibit 2:

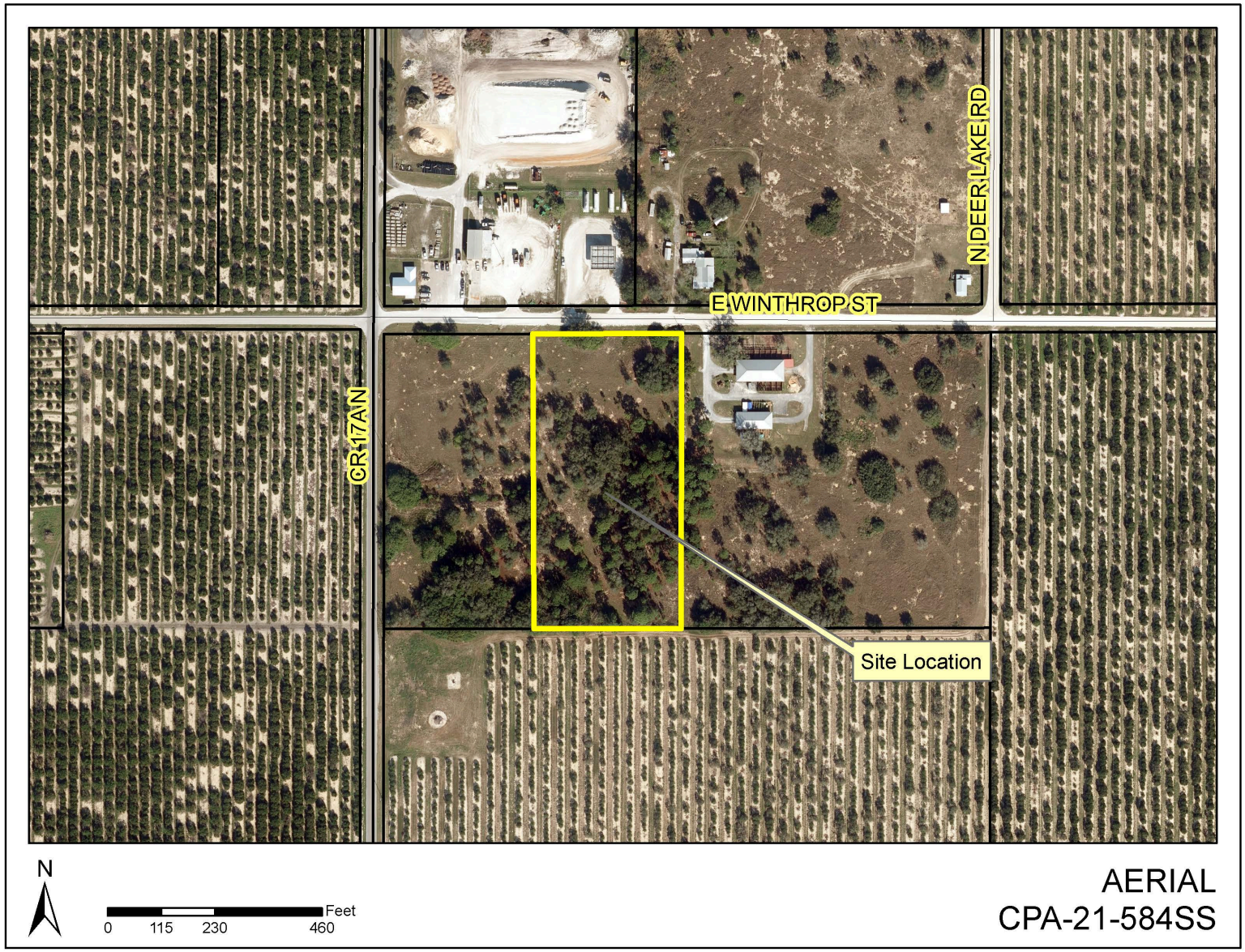

N DEER LAKE RD
E WINTHROP ST
CR 17A N
Site Location
N
0 115 230 460 Feet
AERIAL
CPA-21-584SS

Exhibit 3:

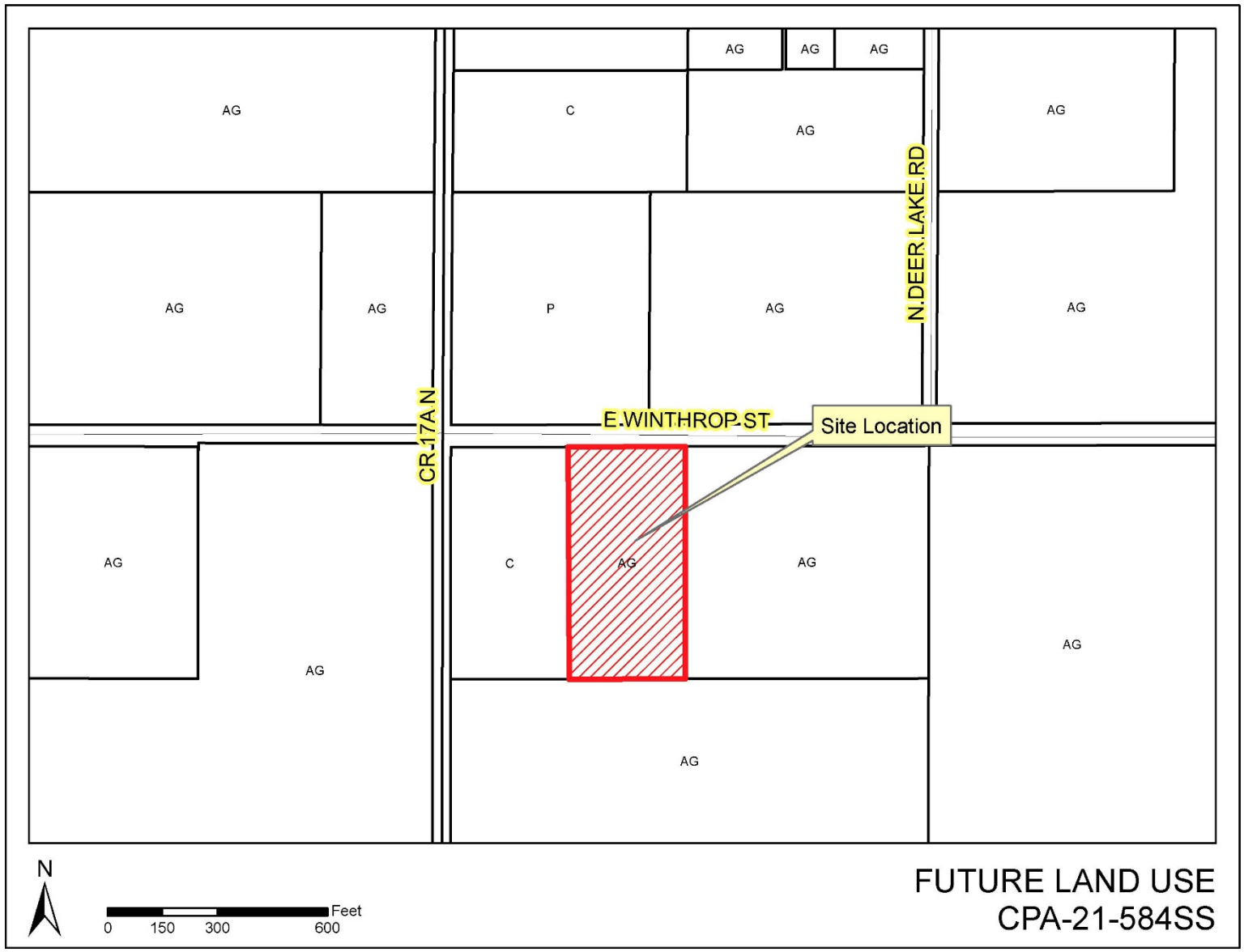

AG
C
P
N.DEER.LAKE.RD
CR.17A N
E.WINTHROP.ST
Site Location
N
Feet
0
150
300
600
FUTURE LAND USE
CPA-21-584SS

Exhibit 4:

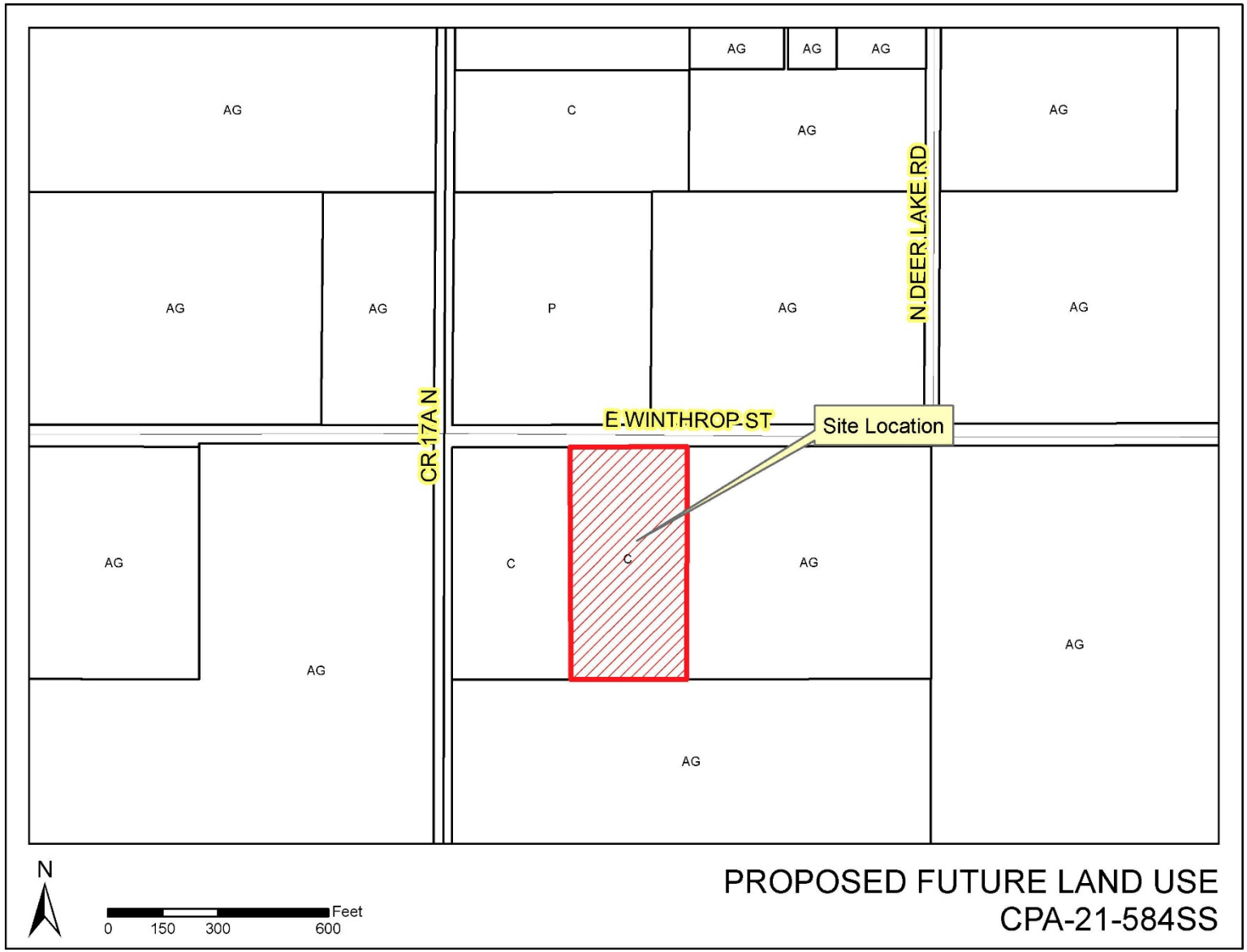

AG
AG
AG
AG
C
AG
AG
AG
AG
AG
AG
P
AG
AG
N.DEER.LAKE.RD
CR.17A N
E.WINTHROP.ST
Site Location
AG
C
C
AG
AG
AG
AG
N
0
150
300
600
Feet
PROPOSED FUTURE LAND USE
CPA-21-584SS

Exhibit 5:

Scale 1 inch = 130 feet

D and J and Sons Harvesting
Site Plan - Pole Barn Location
Total 0.36 Acres



Exhibit 6:





Highlands County, Florida
Comprehensive Plan Amendment Application
Small Scale Comprehensive Plan Map Amendment (20 acres or less)

Change from: Agricultural Change to: Commercial

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable.

STAFF USE ONLY: 21020014

Case Number: CPA- 21-584SS **Date of Application:** 5/3/2021

Amount of Fee: $ 1500 **Tax Map No.:** 44C

Hearing Dates: P&Z 7/13/21 BOCC 8/17/21

This application has been reviewed for completeness and determined sufficient.

Melony C Pepper
Signed: Planning Supervisor

5/17/2021
Date

Property Identification Number(s) / Strap(s) of Property Covered by Application:

STRAP No. C- 24-33-28-A00-0040-0000 **STRAP No. C-**___-___-___-___-____-____-____

STRAP No. C-___-___-___-___-____-____-____ **STRAP No. C-**___-___-___-___-____-____-____

APPLICANT INFORMATION:

1. **Name of Property Owner(s):** Owner(s) must sign the **Owner's Affidavit** (attached), which must accompany the application.

   Print Name(s): Jesus Mendoza Guerrero and Dannia Sanchez, Husband and Wife

   Mailing Address: 115 E. Wolf St., Avon Park, FL 33825

   Daytime Telephone No. (863) 443-0618 **E-Mail Address:** dannia1975@gmail.com

2. **Name of Agent:** Complete the **Agent's Affidavit** (attached) from Property Owner, giving the Agent authority to represent this application. Attach completed affidavit to the application.

   Print Name: Pamela T. Karlson, Esq., KARLSON LAW GROUP, P.A.

   Mailing Address: 301 Dal Hall Blvd., Lake Placid, FL 33852

   Daytime Telephone No. (863) 465-5033 **E-Mail Address:** pam@karlsonlaw.com

NOTARIZED AUTHORIZATION:

☐ If the Applicant is not the Owner of the property, a written, notarized authorization from each Owner must be provided with this application – use Form A, attached. Property Owner authorization is required. If the Property Owner withdraws permission at any point during the review and approval process, the application is considered null and void.

☑ If an Agent is submitting the application for the Owner/Applicant – authorization from the Owner/Applicant is required – use Form B, attached.

PLAN AMENDMENT REQUEST INFORMATION:

3. Please provide a brief description of the proposed plan amendment, including the reason(s) the amendment should be approved: The property currently has a AU Future Land Use. The applicant is requesting to amend the Future Land Use to commercial. This request should be approved as it is consistent with mixed use zoning currently in place with neighboring uses and county requirements.

4. Based upon the Highlands County Comprehensive Plan, please provide the goal(s), objective(s), and/or policy number(s) that support your proposed plan amendment.
   a. Goal(s) FLU
   b. Objective(s) Objective one - Growth Management Strategy
   c. Policy(ies) 1.2(D)(7)

PROPERTY INFORMATION:

5. **Legal Description(s) of Property Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description: complete description including section, township and range. See Exhibit "A" Attached hereto.

6. **Street Address(es) of Property Covered by the Application:** 400 CR 17A N, Avon Park, FL 33825

7. **Name of Project, Subdivision, or Overall Project or part of a larger project, if applicable:** N/A

8. **Existing Zoning District:** B3 CU/AU **Existing Future Land Use Classification:** AU

9. **Current Use of the Property:** Number of existing dwelling units, type of commercial or industrial, etc. VACANT

10. **Are there existing structures on the property?** [ ] **Yes** [☑] **No** **If yes,** what type? (Dwelling, Mobile Home, Accessory Structure, Commercial Building, Other) _____

    If multiple units, the number of dwellings per building: _____

11. **Existing Property Information:** Size of Property (width) 289.56 feet, (depth) 633.43 feet, road frontage 289.56 feet, water frontage -0- feet, **Total acres:** 4 acres 4.21 acres

If different from the total acreage, the developable portion is _____ +/- acres.

12. **Is the property located within the Lake Placid Regional Plan area?** ☐ **Yes** ☑ **No**

13. **Vesting:** Is the property vested for specific property rights? ☐ **Yes** ☑ **No** **If yes,** explain:

_____

14. **Current Uses on the Adjacent Properties:**

	Current Use(s)	FLUM Designation(s)	Zoning District(s)
North	HCBCC - Barn	P	P
South	Grove	AG	AU
East	HC School Board - School	AG	AU
West	Grove	AG	AU

INFORMATION ABOUT THE PROPOSED USE:

15. **Proposed Number of Dwelling Units and/or Square Feet of Commercial space:** N/A

16. **Residential Density:** The proposed density is N/A units per acre.

17. **Intensity:** The proposed intensity is N/A square feet at N/A Floor Area Ratio (FAR).

ADDITIONAL INFORMATION REQUIRED PERTAINING TO PUBLIC FACILITIES:

18. **Potable Water:** The proposed development will be served by an off-site central potable water system. ☐ **Yes** ☑ **No**
If yes, the potable water system requirements will be accommodated by the _____ water system. PLEASE ATTACH A LETTER FROM THE SERVICE PROVIDER ACKNOWLEDGING CAPACITY. *(See the attached sample letter requesting this information from the service provider.)*

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available.

19. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☐ **Yes** ☑ **No**
If Yes, the wastewater treatment system requirements will be accommodated by the _____ system. PLEASE ATTACH A LETTER FROM THE SERVICE PROVIDER ACKNOWLEDGING CAPACITY. (See the attached sample letter requesting this information from the service provider.)

If No, the proposed development will be served by an on-site wastewater treatment system that will be designed to connect to a central wastewater treatment system when it becomes available.

20. **Schools:** Every application requesting a land use change that will generate new residential dwelling units and a permanent population shall secure from the Highlands County School District **a letter** that will certify information pertaining to the following concerns based upon the location of the Applicant's property: IF APPLICABLE, PLEASE ATTACH A LETTER TO THIS APPLICATION. (*See the attached sample letter requesting this information from the School District.)*

ADDITIONAL COMPREHENSIVE PLAN INFORMATION NEEDED AT THE TIME OF DEVELOPMENT:

A. **Environmental Clearance:** If the property contains Wetlands, Xeric Uplands and/or Cutthroatgrass Seeps.

B. **Flood Hazard Areas:** There may be Special Flood Hazard areas on the property.

C. **Historic Properties:** There may be historic resources on the property.

D. **Archaeological Resources:** There may be archaeological resources on the property.

E. **Military Airport Zones (MAZ):** The property may be located in a MAZ.

F. **Surface Drainage:** Storm water management must comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations.

G. **Solid Waste Disposal:** The proposed development must be served by a County approved refuse collection company.

H. **Recreation and Open Space:** The recreation and open space LOS adopted by Highlands County must be met at the time of development.

END OF APPLICATION

ATTACHMENTS:

1. Owner's Affidavit(s) or Corporate Affidavit
2. Agent's Affidavit(s)
3. Notarized authorization from each owner, as applicable (Form A)
4. Notarized authorization for agent to submit petition, as applicable (Form B)
5. Public Utility Information Request Sample Letter
6. Public School Information Request Sample Letter
7. Application Due Dates
8. Fee Schedule

EXHIBIT "A"

3. Legal Description Covered by Application

Lot 4, Block "2", Section 24, Township 33 South, Range 28 East, Highlands County, Florida, LESS Road Rights of Way and LESS AND EXCEPT a portion of Lot 4, Block "2", SECTION 24, TOWNSHIP 33 SOUTH, RANGE 28 EAST, Highlands county, Florida, being more particularly described as follows: COMMENCE at the Northwest corner of said Section 24; thence run South 00°11'57" West along the centerline of State 17-A and the West line of said Section 663.04 feet to the Southwest corner of said Lot 4; thence South 89°58'01" East along the South line of said Lot 4, 373.91 feet for POINT OF BEGINNING; thence continue South 89°58'01" East along said line, 289.56 feet to the Southeast corner of said Lot 4; thence North 00°14'09" East along the East line of said Lot 4, 633.43 feet to a point located on the South right of way line of Winthrop Street; thence North 90°00'00" West along said right of way line, 289.56 feet; thence South 00°14'09" West, 633.26 feet to the Point of Beginning. Containing 4.21 acres.

ORDINANCE NO. 21-22-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE FUTURE LAND USE MAP OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN AND THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-24-33-28-A00-0040-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 163.3167 empowers the Highlands County Board of County Commissioners to adopt and amend the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-24-33-28-A00-0040-0000 (Property), has requested a change to the Property which requires an amendment to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission, held a duly noticed public hearing on July 13, 2021, to review the small-scale amendment to the Property, identified by CPA-21-584SS, which proposes a change to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission recommended approval of CPA-21-584SS and adoption of the subject Future Land Use Map amendment; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-21-584SS, is consistent with the patterns of existing development within this area of the County and is compatible with the surrounding land uses; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-21-584SS, is consistent with the goals, objectives and policies of the Plan; and

WHEREAS, the County has determined that Environmental clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed Future Land Use Map amendment, CPA-21-584SS; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed Future Land Use Map amendment, CPA-21-584SS, does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Plan; and

WHEREAS, the County has determined that the Property that is the subject of CPA-21-584SS is not located within an area of critical state concern; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of development.

NOW THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, after due notice and public hearing, as follows:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The Board of County Commissioners for Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT.

A. The land use designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-24-33-28-A00-0040-0000 consisting of approximately 4.21 acres of an approximate 9.21-acre parcel and more particularly described as:

> Lot 4, Block "2", Section 24, Township 33 South, Range 28 East, Highlands County, Florida, LESS Road Rights of Way and LESS AND EXCEPT a portion of Lot 4, Block "2", SECTION 24, TOWNSHIP 33 SOUTH, RANGE 28 EAST, Highlands county, Florida, being more particularly described as follows: COMMENCE at the Northwest corner of said Section 24; thence run South 00°11'57" West along the centerline of State 17-A and the West line of said Section 663.04 feet to the Southwest corner of said Lot 4; thence South 89°58'01" East along the South line of said Lot 4, 373.91 feet for POINT OF BEGINNING; thence continue South 89°58'01" East along said line, 289.56 feet to the Southeast corner of said Lot 4; thence North 00°14'09" East along the East line of said Lot 4, 633.43 feet to a point located on the South right of way line of Winthrop Street; thence North 90°00'00" West along said right of way line, 289.56 feet; thence South 00°14'09" West, 633.26 feet to the Point of Beginning. Containing 4.21 acres.

is hereby changed from "Agriculture" to "Commercial".

B. The Future Land Use Map of the Plan is hereby amended to reflect that the land use for the Property is Commercial.

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

SECTION 4. SAVINGS CLAUSE. All prior actions of Highlands County pertaining to CPA-21-584SS, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. **NON-CODIFICATION AND SCRIVENER'S ERRORS.** The provisions of this Ordinance shall not be codified in the Board of County Commissioners of Highlands County Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected.

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

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

SECTION 8. EFFECTIVE DATE. This Ordinance shall be effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3187, the subject small-scale Future Land Use Map amendment shall become effective 31 days after adoption of this Ordinance by the County, unless otherwise challenged within 30 days after said adoption. In the event of a timely challenge, the subject small-scale Future Land Use Map amendment shall become effective once the Florida Department of Economic Opportunity or the Administration Commission issues a final order determining that the adopted small-scale Future Land Use Map amendment is in compliance with the Plan.

Signatures on Following Page

DONE AND ADOPTED this 5th day of October, 2021.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

By:_____
Scott A. Kirouac, Chairman

ATTEST_____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Public hearing to consider adoption of P&Z Hearing No. 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3)**

STATEMENT OF ISSUE

The Applicant is requesting to change the Official Zoning Atlas for an approximate 9.21-acre parcel, from AU and B-3 CU to B-3. The parcel is vacant of structures and partially cleared of native vegetation. The Applicant is proposing to utilize the property for future commercial development.

This hearing was originally continued to January 19, 2022, due to recently passed House Bill 59 that requires a Property Rights Element be adopted and included in the Highlands County Comprehensive Plan prior to the initiation and/or adoption of other comprehensive plan amendments. After that hearing, the Florida Department of Economic Opportunity (DEO) provided further guidance and clarification that comprehensive plan amendment applications that were deemed complete by the local government planning authority prior to July 2, 2021 would be considered "initiated" and would be permitted to be adopted before the Property Rights Element. The application for P&Z 2074, accompanied by CPA-21-584SS, was deemed complete on May 5, 2021; therefore, staff is requesting that the hearing be moved forward.

There is a companion request for a Future Land Use Map Amendment for an approximate 4.21-acre portion of the approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C). The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2074 as presented.

RECOMMENDED ACTION

Move to approve and adopt by Resolution, P&Z 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report P&Z 2074 Guerrero & Sanchez BCC
Application P&Z 2074 Guerrero & Sanchez
Resolution P&Z 2074 Guerrero & Sanchez

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Rezone	**BCC Hearing Date:** 10/5/2021
Case Number: P&Z 2074	**Case Name:** Guerrero and Sanchez
Agent: Pamela T. Karlson	**Property Owners:** Jesus Mendoza Guerrero & Dannia Sanchez
Public Hearing: BCC	**Case Staff Member:** Sandra S. Vázquez

Request: Rezone an approximate 9.21-acre parcel, from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3)

General Location: An approximate 9.21-acre parcel located approximately 0.35 miles north of CR 64 E, on the east side of CR 17A N, at the intersection of CR 17A and E Winthrop Street; the address being 400 CR 17A N, Avon Park, Florida

PARCEL ID: C-24-33-28-A00-0040-0000

Staff Recommendations and Minutes:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Resolution, P&Z 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the Planning and Zoning Commission (P&Z):** Recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law.

3. **Excerpt from the August 17, DRAFT BCC Meeting Minutes: "9. PUBLIC HEARING**

   A. Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-584SS, for an approximate 4.21-acre portion of an approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).

B. Public hearing to consider adoption of P&Z Hearing No. 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3).

Sandra Vazquez, Planner I, presented items 9A and 9B together as they both pertain to the same property. These public hearings were properly advertised, and proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vazquez stated that staff is requesting that both items be continued until January 18, 2022 at 9:00 a.m., or soon thereafter as possible.

Chairman Kirouac questioned if the applicant was present. Ms. Vazquez stated no.

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

Commissioner Tuck moved approval to continue Hearing CPA-21-584SS to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

Commissioner Roberts moved approval to continue P&Z Hearing No. 2074 to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Rapp seconded the motion.

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

4. **Excerpt from the July 13, 2021, P&Z Minutes and Recommendation to the BCC: "<u>B. HEARING NUMBER P&Z 2074 – JESUS MENDOZA GUERRERO AND DANNIA SANCHEZ - C/O KARLSON LAW GROUP</u>** An approximate 9.21-acre parcel located approximately 0.35 miles north of CR 64 E, on the east side of CR 17A N, at the intersection of CR 17A and E Winthrop Street; the address being 400 CR 17A N, Avon Park, Florida; and abbreviated legal as follows: An approximate 9.21-acre parcel located in Section 24, Township 33 South, Range 28 East, Highlands County, Florida.

   The Applicant is requesting a zoning change from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3). Mr. Boring read the request; Mrs. Vazquez and Mrs. Karlson presented the request. There were no letters received; no one spoke in favor or against the request.

   Motion by Mr. Reed and seconded by Mrs. Mack to recommend to the Board of County Commissioners (BCC) to approve and adopt by Resolution, P&Z 2074, changing the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law.

   Upon roll call, all members voted yes. **Motion carried 5-0."**

Supplemental Material/Issue Analysis Report:

1. Request: The matter for consideration is for a change to the Official Zoning Atlas of an approximate 9.21-acre parcel, from AU and B-3 CU to B-3.

The parcel is vacant of structures and partially cleared of native vegetation. The Applicant is proposing to utilize the property for future commercial development.

There is a companion request for a Future Land Use Map Amendment for an approximate 4.21-acre portion of the approximate 9.21-acre parcel, from Agriculture (AG) to Commercial (C).

2. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Vacant Commercial	C/AG	B-3 CU/AU
Adjacent Property to the North	County Barn	Public and Quasi-Public Lands District (P)	Public/Quasi-Public Facility and Institutional Lands (P)
Adjacent Property to the South	Groves/Orchards	AG	AU
Adjacent Property to the East	Avon Park High School Ag Barn	AG	AU
Adjacent Property to the West	Groves/Orchards	AG	AU

3. Applicable References:
Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.5, Commercial (C).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU), Section 12.05.242: Business District (B-3), and Section 12.05.292: Conditional Use Districts (CU).

4. Department Analysis and Comments of Petitioner's Proposal:

4.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the applicant shall undergo the development review process and additional requirements may be identified at that time.

Natural Resources: The County was interested in this property at one point and Natural Resources was asked to survey for tortoises. There were over 100 tortoise burrows on this property. The new owner called Natural Resources team prior to purchasing and is aware of the high number of burrows. There has already been some clearing of the property and FWC law enforcement should become involved too. We recommend an ECR as there may be skinks on the property as well. Additionally, this property is in one of the MAZ zones (probably MAZ 2). We recommend against any zoning changes until the property owner has worked with FWC law enforcement concerning his proposed plans for the property.

Florida Department of Environmental Health: No objection.

4.B. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Transportation and Florida Department of Environmental Protection.

4.C. The following Departments, Divisions, and Agencies did not respond: City of Avon Park, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

5.A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation between 160 and 165 feet.
2. **Soils:** The soil underlying the site is *Astatula.* The available water capacity is very low, with a very rapid permeability. Depth to the water table is more than 80 inches. This soil is nearly level to moderately sloping, and excessively drained.
3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site contains areas that have been cleared of native vegetation.

5.B. Zoning Analysis:

1. **Current Use of Land:** The current use of the land is vacant.
2. **Current Zoning Designation:** The site has a zoning designation of AU and B-3 CU.
3. **Proposed Zoning Designation:** The proposed zoning designation is B-3.
4. **Current Population Yield:** The current zoning would not allow a dwelling unit to be constructed as it does not meet the minimum 5-acre requirement for the Agricultural Zoning District; therefore, the population yield is zero.
5. **Proposed Intensity:** The proposed zoning allows up to 0.70 FAR for office and up to 0.80 for other commercial uses.

6. **The Applicant's proposed development program:** The Applicant is proposing to use the site for commercial purposes. No residential uses are proposed.

5.C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates the parcel to contain over 2 acres of Xeric Upland habitat. The Applicant submitted to staff an Environmental Clearance Report on March 25, 2021. The report indicates that Xeric Upland habitat does not exist on site. However, the ECR submitted to staff indicates the potential presence of gopher tortoises. A Gopher Tortoise Burrow Disturbed Site permit from Florida Fish and Wildlife Conservation Commission was submitted to staff on May 3rd, 2021.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0126C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is located within MAZ III as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is not located within any of the defined protection zones as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

5.D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an on-site potable water (well) system.
2. **Central Wastewater:** The property will be served by an on-site wastewater treatment system.
3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access onto CR 17A N and E Winthrop Street.
5. **Railroad Access:** There is no railroad access to the property.
6. **Recreation:** The proposed development will not require the need for recreation.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

5.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

5.F. Schools: The permitted uses within the Commercial Future Land Use designation are commercial in nature, however, residential uses are permitted as accessory to the business. If any project development generates student impacts to the school district, school concurrency will be required.

5.G. Airports: The subject property is located approximately 2.58 miles northeast of the Avon Park Executive Airport and 12.6 miles northwest of the Sebring Regional Airport.

6. Mandatory Findings of Fact:

Use Consistency Finding: The proposed zoning change **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed zoning change **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed zoning change.

Historical and Archaeological Clearance: The proposed zoning change **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Resolution, P&Z 2074, amending the Official Zoning Atlas for approximately 9.21 acres from Agricultural District (AU) and Business with a Conditional Use District (B-3 CU) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Zoning Map
Exhibit 4: Proposed Zoning Map
Exhibit 5: Site Plan
Exhibit 6: Site Photographs

Exhibit 1:

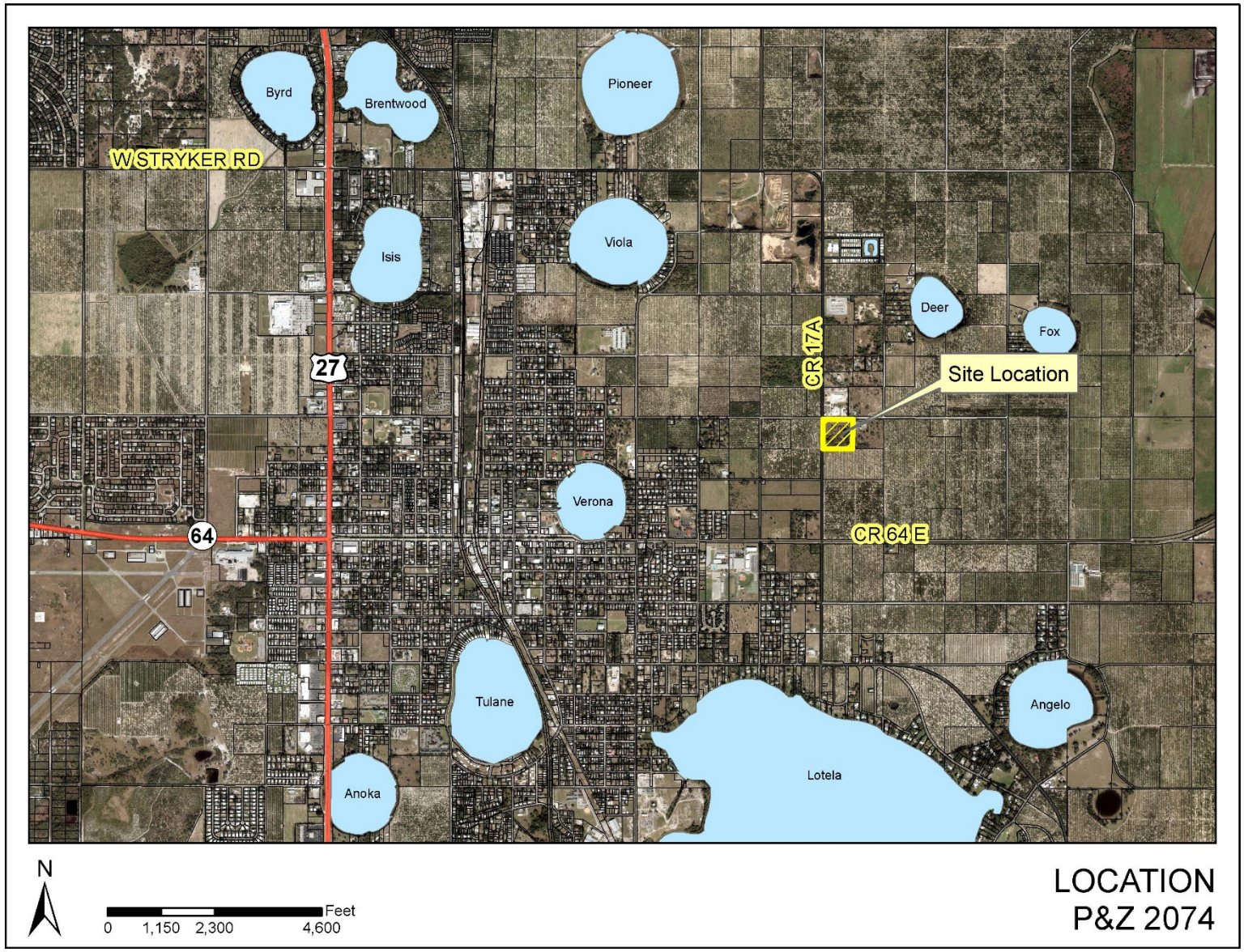

Byrd
Brentwood
Pioneer
W STRYKER RD
Isis
Viola
Deer
Fox
CR 17A
27
Site Location
Verona
64
CR 64 E
Tulane
Angelo
Lotela
Anoka
N
Feet
0
1,150
2,300
4,600
LOCATION
P&Z 2074

Exhibit 2:

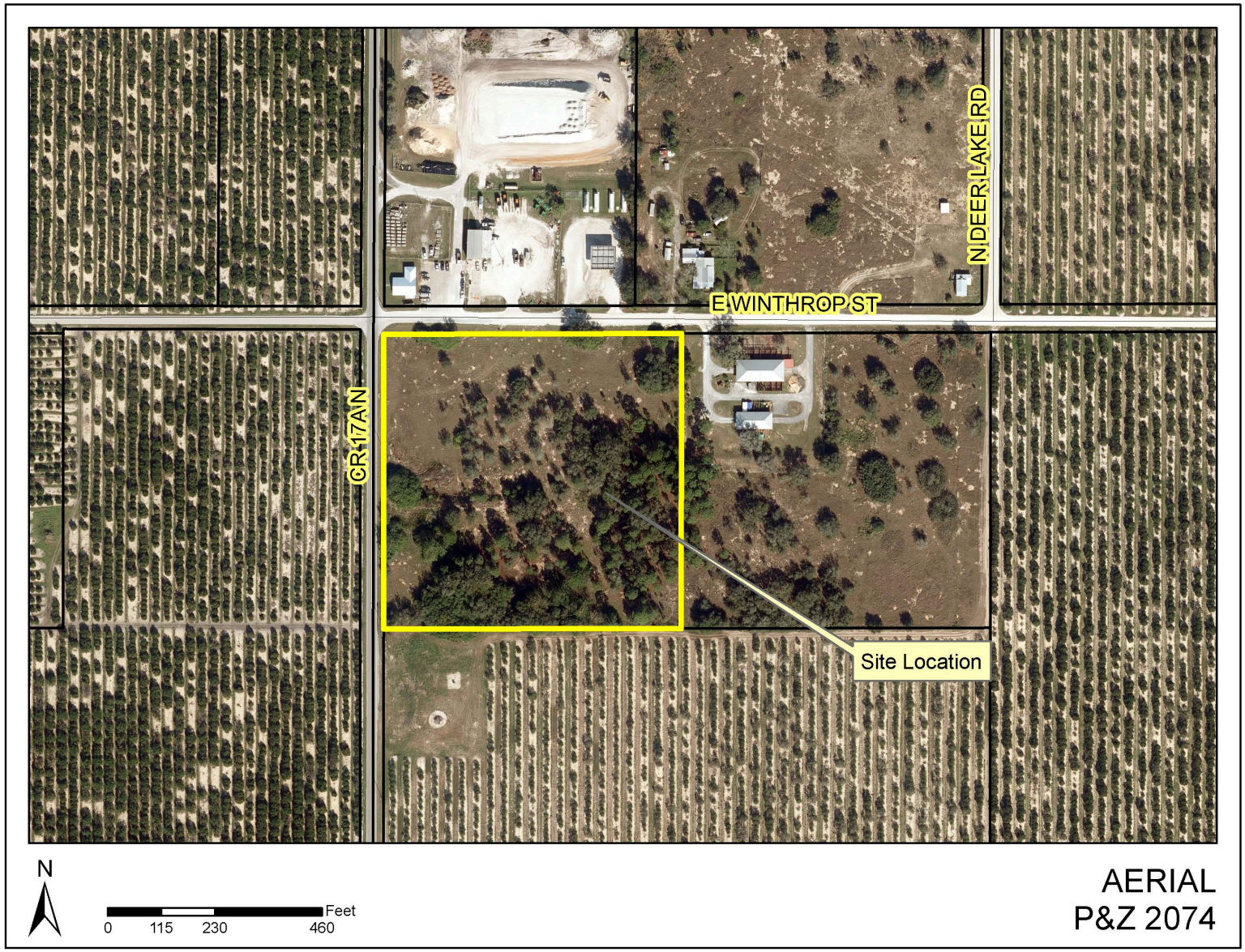

N DEER LAKE RD
E WINTHROP ST
CR 17A N
Site Location
N
0
115
230
460
Feet
AERIAL
P&Z 2074

Exhibit 3:

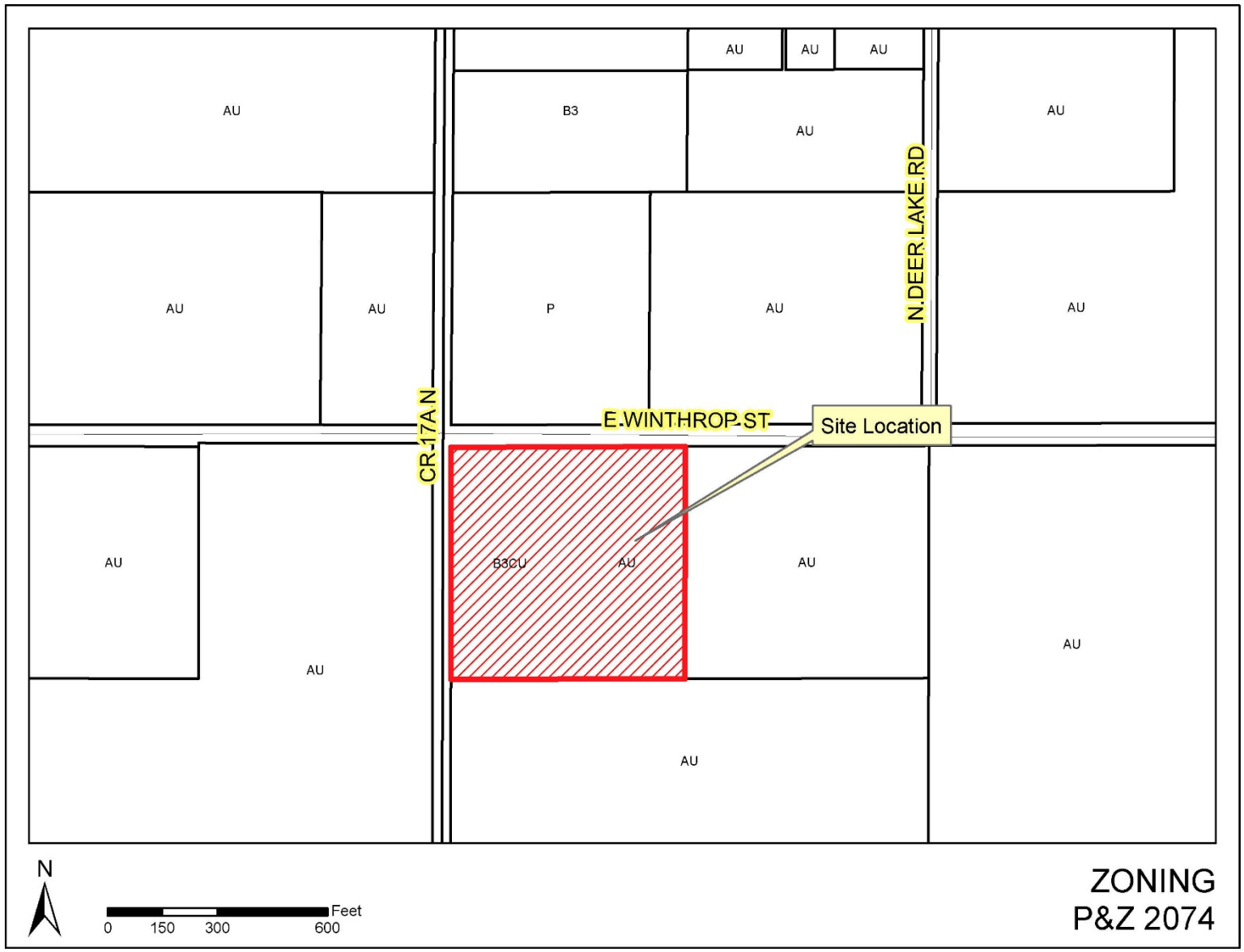

AU
AU
AU
AU
B3
AU
AU
N.DEER.LAKE.RD
AU
AU
AU
P
AU
AU
CR.17A N
E.WINTHROP.ST
Site Location
AU
B3CU
AU
AU
AU
AU
AU
AU
N
Feet
0
150
300
600
ZONING
P&Z 2074

Exhibit 4:

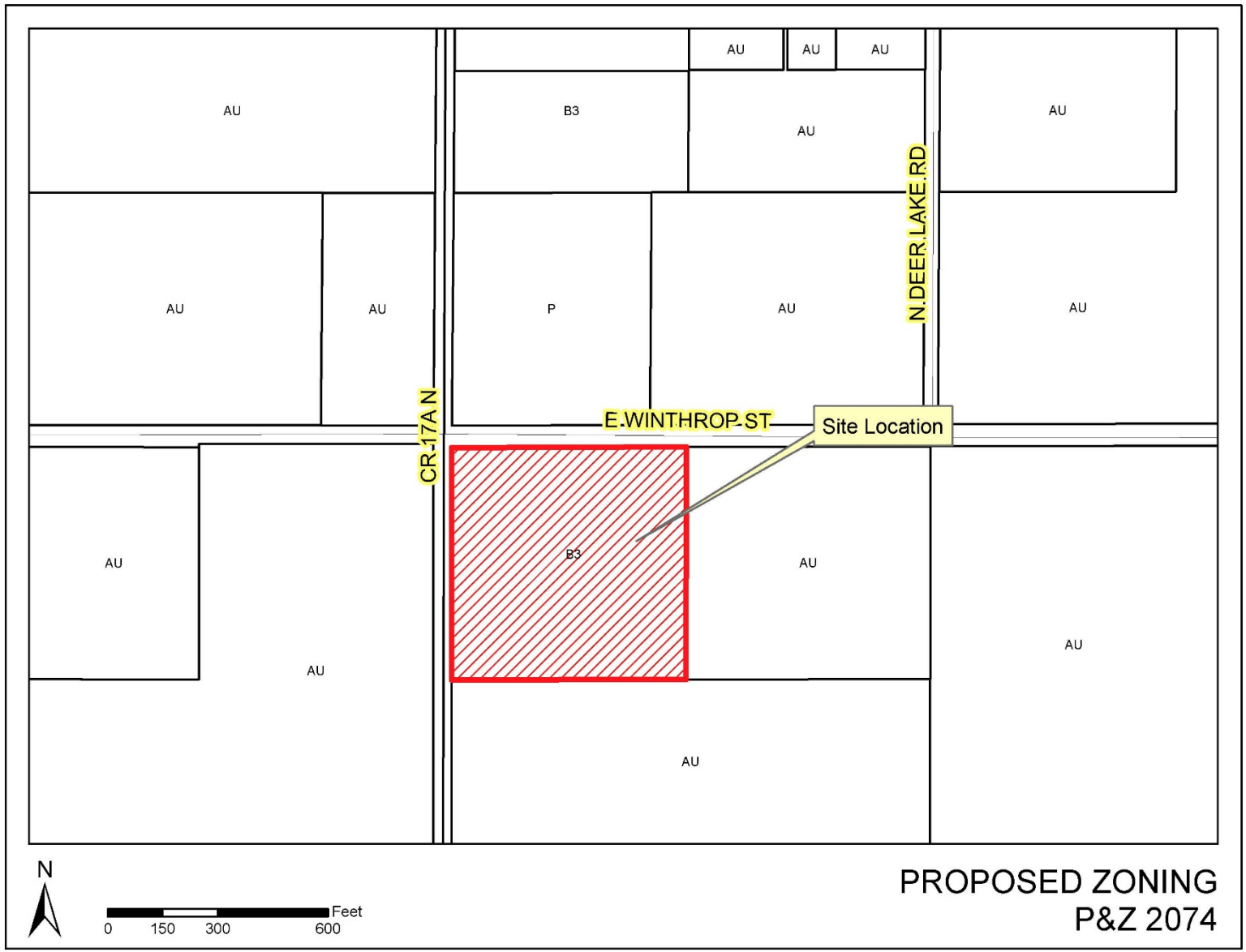

AU
AU
AU
AU
B3
AU
AU
AU
AU
AU
AU
P
AU
AU
N.DEER.LAKE.RD
CR.17A N
E.WINTHROP ST
Site Location
B3
AU
AU
AU
AU
AU
N
Feet
0
150
300
600
PROPOSED ZONING
P&Z 2074

Exhibit 5:

Scale 1 inch = 130 feet

D and J and Sons Harvesting
Site Plan - Pole Barn Location
Total 0.36 Acres



Exhibit 6:





Highlands County, Florida
Zoning Change Application

Zoning change from: Agricultural/Business B-3 CU
Zoning change to: B-3

Note: *Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A*

****

SECTION I: STAFF USE ONLY:

P&Z Hearing Number: 2074 **Date of Application:** 5/3/2021
Amount of Fee: $1950 **Receipt No.:** 21020013 **Tax Map No.:** 44-D
Hearing Dates: LP: — **P&Z:** 7/13/2021 **BCC:** 8/17/2021

****

This application has been reviewed for completeness and determined sufficient:

Zoning Supervisor — Date: 5/17/2021

****

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. **Name of Property Owner(s):** If more than one, all owners must sign the Owner's Affidavit (attached), which must accompany the application.
   Print Name: Jesus Mendoza Guerrero and Dannia Sanchez, Husband and Wife
   Mailing Address: 115 E. Wolf St., Avon Park, Fl 33825
   Telephone No.: 863-443-0618 **E-Mail Address:** dannia1975@gmail.com

2. **Name of Agent:** Complete the Agent's Affidavit (attached) from property owner, which must accompany application, giving agent authority to represent this application.
   Print Name: Pamela T. Karlson, Esq., KARLSON LAW GROUP, P.A.
   Mailing Address: 301 Dal Hall Blvd., Lake Placid, FL 33852
   Telephone No.: 863-465-5033 **E-Mail Address:** info@karlsonlaw.com

NOTARIZED AUTHORIZATION:

- ☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- ■ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. **Legal Description Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. Lot 4, LESS road rights of way, Section 24, Township 33 South, Range 28 East, Highlands County, Florida.

4. **Strap No.(s) of Property Covered by Application:**
   STRAP #:C-24-33-28-A00-0040-0000 **STRAP #:**C-____-____-____-____-____-____-____
   STRAP #:C-____-____-____-____-____-____-____ **STRAP #:**C-____-____-____-____-____-____-____

5. **Street Address(es) of Property Covered by the Application:** 400 CR 17A N, Avon Park, FL 33825

****

SECTION III: INFORMATION ABOUT EXISTING USES:

6. **Existing Zoning District:** B3 CU/AU **Existing Land Use Classification:** C/AG
   Are the Zoning and Comprehensive Plan Consistent? ☑Consistent ☐Not Consistent

7. **Existing Property Information:** Size of Property (width) 633 feet, (depth) 638 feet, street frontage 633/638 feet, water frontage -0- feet, **Total acres** 9.21
   If different from the total acreage, the upland, or developable portion is _____ +/- acres.

8. **Are there existing structures on the property?** ☐Yes ☑No **If Yes**, what type (CBS, Frame, Stucco, Other Multiple Units, Number of Dwellings per Building), and what are they used for? _____
   If multiple units, the number of dwellings per building/number of buildings: _____

9. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** ☐Yes ☑No **If yes,** please submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.

10. **Vesting:** Is the property vested for specific property rights? ☐Yes ☑No **If Yes,** list the Vesting Action or Order Number or the method used to grant vested rights (state binding letter, legal lot of record, etc).: _____

11. **Has a public hearing been held on this property within the last 12 months?** ☐Yes ☑No **If Yes,** in whose name and when? _____

12. **Information on the Adjacent Properties:**

	Existing Uses	FLUM Designations	Zoning Districts
North	HCBCC - Barn	P	P
South	Grove	AG	AU
East	HC School Board - School	AG	AU
West	Grove	AG	AU

****

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

13. **Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES):** Highest and best use of property

14. **Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space (if applicable):** N/A

15. **Proposed Development Standards (if applicable):**
    A. Proposed parcel size (if increasing area with this application) N/A square feet/acre
    B. Proposed Floor Area Ratio (FAR): Gross floor area of existing building N/A divided by Parcel size _____ = FAR _____%

****

SECTION V: ADDITIONAL INFORMATION REQUIRED: 16 & 17 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

16. **Potable Water:** The proposed development will be served by an off-site central potable water system. ☐Yes ☑No **If Yes,** the potable water system requirements will be accommodated by the _____ water system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

a. The facility has the designed capacity for pumping and treating _____ gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ **Applicant's Initial**

17. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☐Yes ☑No

If Yes, the wastewater treatment system requirements will be accommodated by the _____ system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the wastewater treatment system that will be used:

a. The facility has the designed capacity for pumping and treating _____ gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required LOS for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. _____ **Applicant's Initial**

18. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: ☑Yes ☐No _____ **Applicant's Initial**

Note: The required LOS for the County is premised upon the applicable water management district standards.
SFWMD:25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD:25-year/24-hour storm event (peak discharge, 25-year/24-hour)

*Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

19. **Solid Waste Disposal:** The proposed development will be served by the Waste Connections refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

20. **Recreation and Green Space:** The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: N/A

Note: The required LOS for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

21. **Military Airport Zones (MAZ):** Is this property located in an MAZ? ☑Yes ☐No
If Yes, please indicate the area as MAZ I, MAZ II, or MAZ III MAZ III.

****

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

22. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of **all** applications.

23. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

24. **Map Properties within 500 Feet:** Submit a map which delineates the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

25. **List of Property Owners:** List all current property owners within a 500-foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. **If** the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

26. **Land Survey:** A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

27. **Proposed Flexible Unit Development (FUD) or Planned Development (PD) – Site Plan, Resolution, and Letter of Intent:** A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

28. **Surrounding Property Owners:** Have you discussed this rezoning request with the surrounding property owners? ☐**Yes** ☑**No**

29. **Contract to Sell:** Is this property under contract to sell contingent on the rezoning? ☐**Yes** ☑**No**

30. **Proposed Multiple Zoning Changes:** If more than one zoning change is being requested, it is necessary to show the exact areas to be covered by the different zoning designations. The legal description, along with an illustration showing the dimensions, of each different zoning designation must be included (Attach to the application if applicable).

****

END OF APPLICATION

ATTACHMENTS:

1) Owner's Affidavit(s) or Corporation Affidavit
2) Agent's Affidavit(s)
3) Notarized authorization from each owner, as applicable (Form A)
4) Notarized authorization for agent to submit petition, as applicable (Form B)
5) Public Utility Information Request Format
6) Application Due Dates
7) Fee Schedule

LEGAL DESCRIPTION

Lot 4, LESS road rights of way, Section 24, Township 33 South, Range 28 East, Highlands County, Florida.

RESOLUTION NO. 21-22-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING CHANGE FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-24-33-28-A00-0040-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING CHANGE AND ZONING ATLAS 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, pursuant to Highlands County Code of Ordinances, Section 12.03.401, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-24-33-28-A00-0040-0000 (Property), has requested a change to the existing zoning classification on the Property for the specific purposes of furthering economic objectives; and

WHEREAS, the County has determined that the proposed zoning change is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed zoning change is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the County has determined that Environmental clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for approval of the proposed zoning change; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the property and the proposed zoning change does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1, NRE Policy 1.3 of the Plan and the Highlands County Land Development Regulations; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of development.

NOW, **THEREFORE BE IT RESOLVED**, by the Board, after public hearing and comment that:

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

SECTION 2. Approval of Zoning Change and Zoning Atlas Amendment.

A. The zoning designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-24-33-28-A00-0040-0000 and more particularly described as:

Lot 4, Less road rights of way, Section 24, Township 33 South, Range 28 East, Highlands County, Florida.

is hereby modified by deleting the conditional use (CU) approval for mini-warehouses, which was approved under P&Z 1595, on October 23, 2001, and is changed from Agricultural District (AU) to Business District (B-3).

B. The official Zoning Atlas of the County is hereby amended to reflect that the zoning for the Property is Business District (B-3).

C. At the time of development on the Property, the Property Owner, or a representative thereof shall submit a traffic study and such other requirements imposed during the development review process.

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

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2074, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

SECTION 8. Effective Date. This Resolution shall take effect immediately after Highlands County Ordinance 21-22-____, adopting a small-scale comprehensive plan amendment to change the land use designation on the Property from Agriculture (AG) to Commercial (C),

DONE AND ADOPTED, this 5th day of October, 2021.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Scott A. Kirouac, Chairman

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-589SS, for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I).**

STATEMENT OF ISSUE

The Applicant is requesting a small-scale comprehensive plan amendment for an approximate 4.44-acre parcel, from AG to I. The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for future industrial development.

This hearing was originally continued to January 19, 2022, due to recently passed House Bill 59 that requires a Property Rights Element be adopted and included in the Highlands County Comprehensive Plan prior to the initiation and/or adoption of other comprehensive plan amendments. After that hearing, the Florida Department of Economic Opportunity (DEO) provided further guidance and clarification that comprehensive plan amendment applications that were deemed complete by the local government planning authority prior to July 2, 2021 would be considered "initiated" and would be permitted to be adopted before the Property Rights Element. The application for CPA-21-589SS was deemed complete on May 17, 2021; therefore, staff is requesting that the hearing be moved forward.

There is a companion request for a zoning change from Agricultural District (AU) to Industrial District (I-2), P&Z 2081.

The Planning and Zoning Commission recommended approval of CPA-21-589SS as presented.

RECOMMENDED ACTION

Move to approve and adopt by Ordinance, CPA-21-589SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I), and transmit CPA-21-589SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report CPA-21-589SS BCC C Elton Crews
Application CPA-21-589SS C Elton Crews
Ordinance CPA-21-589SS C Elton Crews

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Small Scale Comprehensive Plan Amendment	**BCC Hearing Date:** 10/5/2021
Case Number: CPA-21-589SS	**Case Name:** C Elton Crews
Agent: Swaine, Harris & Wohl, P.A.	**Property Owners:** C Elton Crews Family Limited Partnership, LLLP
Public Hearing: BCC	**Case Staff Member:** Sandra S. Vázquez

Request: Change the Future Land Use Map (FLUM) for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I)

General Location: An approximate 4.44-acre parcel located approximately 0.38 miles south of the County Line, 0.12 miles south of Sunpure Road, and 0.10 miles north of N Highlands Boulevard, on the northeast side of US 27 N; the address being 2990 US 27 N, Avon Park, Florida

PARCEL ID: C-04-33-28-010-0120-0000

Staff Recommendations and Minutes:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Ordinance, CPA-21-589SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I), and transmit CPA-21-589SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the Planning and Zoning Commission (P&Z):** Recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-21-589SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 4.44 acres from Agriculture (AG) to Industrial (I), and transmit CPA-21-589SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

3. Excerpt from the August 17, DRAFT BCC Meeting Minutes: "9. PUBLIC HEARING

C. Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-589SS, for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I).

D. Public hearing to consider adoption of P&Z Hearing No. 2081, changing the Official Zoning Atlas for an approximate 4.44-acre parcel, from Agricultural District (AU) to Industrial District (I-2).

Sandra Vazquez, Planner I, presented items 9C and 9D together as they both pertain to the same property. These public hearings were properly advertised, and proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vazquez stated that staff is requesting that both items be continued until January 18, 2022 at 9:00 a.m., or soon thereafter as possible.

Chairman Kirouac questioned if the applicant was present. Ms. Vazquez stated no.

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

Commissioner Tuck moved approval to continue Hearing CPA-21-589SS to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

Commissioner Roberts moved approval to continue P&Z Hearing No. 2081 to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

4. Excerpt from the July 13, 2021, P&Z Minutes and Recommendation to the BCC: "C. HEARING NUMBER CPA-21-589SS – C. ELTON CREWS FAMILY LIMITED PARTNERSHIP LLLP, C/O SWAINE & HARRIS An approximate 4.44-acre parcel located approximately 0.38 miles south of the County Line, 0.12 miles south of Sunpure Road, and 0.10 miles north of N Highlands Boulevard, on the northeast side of US 27 N; the address being 2990 US 27 N, Avon Park, Florida; and abbreviated legal as follows: An approximate 4.44-acre parcel located in Section 4, Township 33 South, Range 28 East, Highlands County, Florida.

The applicant is requesting a small-scale plan amendment from Agriculture (AG) to Industrial (I). Mr. Boring read the request; Mrs. Vazquez and Mr. Swaine presented the request. There were no letters received; no one spoke in favor or against the request.

Motion by Mr. Reed and seconded by Mrs. Mack to recommend to the Board of County Commissioners (BCC) to approve and adopt by Ordinance, CPA-21-

589SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 4.44 acres from Agriculture (AG) to Industrial (I), and transmit CPA-21-589SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 5-0."**

Supplemental Material/Issue Analysis Report:

1. Request: The matter for consideration is for a change to the Future Land Use Map of an approximate 4.44-acre parcel, from AG to I.

The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for future industrial development.

There is a companion request for a zoning change from Agricultural District (AU) to Industrial District (I-2), P&Z 2081.

2. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Non-Ag Acreage (Vacant)	AG	AU
Adjacent Property to the North	Groves/Orchards	I	I-2
Adjacent Property to the South	Groves/Orchards	AG	AU
Adjacent Property to the East	Groves/Orchards	I	I-2
Adjacent Property to the West	Vehicle Sale, Service and Rent/Store	C (Commercial)	B-3 (Business District)

3. Applicable References:

Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.10, Industrial (I).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU) and Section 12.05.252: Industrial District (I-2).

4. Supporting Goals, Objectives, and/or Policies from Comprehensive Plan:

Future Land Use Element

Goal: Ensure a High Quality, Diversified Living Environment through the Efficient Distribution of Compatible Land Uses, Discourage Urban Sprawl, Protect Environmentally Sensitive Lands, Reduce Greenhouse Gas Emissions, and Provide Guidance for the Location, Type, and Intensity for New Development, within the 2010 to 2030 Planning Period

Objective 1: Growth Management Strategy:

Policy 1.1, General Growth Management Strategy:

A. The Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector. The General Growth Management Strategy consists of the following:

1. Encourage compatible future growth, including infill, in the planning period of 2010 to 2030;

2. Allow and encourage compatible infill development wherever properties are already served by public infrastructure, but not utilized at the most suitable density and/or intensity or type of land use in relation to surrounding development;

B. In general, the outward expansion of urban land uses from the municipal limits of Avon Park, Sebring, and Lake Placid shall connect to the existing and planned infrastructures and centralized services that support the communities, municipalities and many of the employment centers of Highlands County. In most instances, development decisions should recognize this as a fundamental principle of policies governing future development within Highlands County. The County will give preference to:

4. Development opportunities which provide permanent jobs and improve the County's revenue base.

Economic Development Element

Goal: Create and Support a Diverse Economy in Highlands County that is Conducive to the Prosperity of all Residents by Optimizing the Most Desirable Opportunities for Economic Expansion, Better Jobs, and Revenue Growth During the 2010-2030 Planning Period.

Objective 2: Maintain and Enhance the Economic Base and Retain and Create New Jobs:

Policy 2.11: County to Facilitate Recruitment of Adequate Industrial Sites:

A. The County shall strive to ensure there is sufficient Industrial land with proper FLU and zoning designations and adequate infrastructure for future development including industrial parks and business campuses.

5. Department Analysis and Comments of Petitioner's Proposal:

5.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the Applicant shall undergo the development review process, and additional requirements may be identified at that time.

Natural Resources: This is old citrus believe to be protected under agricultural exemption. No comment on the zoning change. We would ask that they relocate any tortoises using a consultant.

Florida Department of Health: No objection.

5.B. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Environmental Protection.

5.C. The following Departments, Divisions, and Agencies did not respond: City of Avon Park, Florida Department of Transportation, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

6. Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

6.A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation between 130 and 135 feet.
2. **Soils:** The soil underlying the site is *Astatula.* The available water capacity is very low, with a very rapid permeability. Depth to the water table is more than 80 inches. This soil is nearly level to moderately sloping, and excessively drained.
3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site has been cleared of native vegetation.

6.B. Land Use Analysis:

1. **Current Use of Land:** The current use of the land is vacant. There was a citrus grove on the site that was previously cleared.
2. **Current Future Land Use Map (FLUM) Designation:** The site has a FLUM designation of Agriculture.
3. **Proposed FLUM Designation:** The proposed FLUM designation is Industrial.
4. **Current FLUM Population Yield:** The current FLUM would not allow a dwelling unit to be constructed as it does not meet the minimum 5-acre requirement for Agriculture; therefore, the population yield is zero.

5. **Proposed FLUM Intensity:** The proposed FLUM allows a maximum of 1.00 FAR.
6. **The Applicant's proposed development program:** The Applicant is proposing to use the site for industrial purposes. No residential uses are proposed.

6.C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates that the site contains no Selected Natural Resources. Pursuant to Natural Resource Element Policy 3.3. of the Comprehensive Plan, the Applicant **is not required** to obtain Environmental Clearance at the time of development.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0019C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is located within MAZ III as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is located within the 600-foot Zone of Control, and outside of the 200-foot Zone of Exclusion of a public potable water well, as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

6.D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an off-site central potable water system provided by the City of Avon Park.
2. **Central Wastewater:** The property will be served by an off-site central wastewater system provided by the City of Avon Park.
3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access onto US Highway 27 N.
5. **Railroad Access:** The site is located adjacent to the CSX railroad tracks that runs along the east side of this property.
6. **Recreation:** The proposed development will not require the need for recreation.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

6.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

6.F. Schools: The permitted uses within the Industrial Future Land Use designation are industrial in nature. Any project development will not generate student impacts to the school district; school concurrency **is not** required.

6.G. Airports: The subject property is located approximately 3.08 miles north of the Avon Park Executive Airport and 16.02 miles northwest of the Sebring Regional Airport.

6.H. Fundamental Planning Analysis ref. Comprehensive Plan:
Technical Support Section II. 3.b. (1-8) for the Future Land Use Element: Sprawl Rule Indicators:

(1) *Directs or locates economic growth and associated land development to geographic areas of the community in a manner that does not have an adverse impact on and protects natural resources and ecosystems:* The site is located in an area with other industrial and commercial uses. The site's access will be located along US Highway 27 N, thereby locating economic growth in an easily accessible area built to withstand high amounts of traffic. The proposed use will not adversely impact the natural resources or ecosystems. All required permits from appropriate agencies will need to be obtained prior to development.

(2) *Promotes the efficient and cost-effective provision or extension of public infrastructure and services:* The future development will be able to connect to existing central potable water and wastewater systems. Fire services and law enforcement are already available.

(3) *Promotes walkable and connected communities and provides for compact development and a mix of uses at densities and intensities that will support a range of housing choices and a multimodal transportation system, including pedestrian, bicycle, and transit, if available:* The property is located adjacent to a shared bikeway path that connects to downtown Avon Park, which in turn connects to downtown Sebring. This shared bikeway path provides walkability to employees.

(4) *Promotes conservation of water and energy:* The property is located in an existing industrial and commercial area.

(5) *Preserves agricultural areas and activities, including silviculture, and dormant, unique, and prime farmlands and soils:* This indicator is not applicable.

(6) *Preserves open space and natural lands and provides for public open space and recreation needs:* The future development will locate on already disturbed natural lands; hence, the development preserves other open space and natural lands.

(7) *Creates a balance of land uses based upon demands of the residential population for the nonresidential needs of an area:* The proposed development is in an existing industrial and commercial area, which will

allow for additional industrial and commercial uses for the residential neighborhoods in the area.

(8) *Provides uses, densities, and intensities of use and urban form that would remediate an existing or planned development pattern in the vicinity that constitutes sprawl or if it provides for an innovative development pattern such as transit-oriented developments or new towns as defined in s. 163.3164:* This indicator is not applicable.

7. Mandatory Findings of Fact:

Use Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed Small Scale Comprehensive Plan Amendment **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed Small-Scale Comprehensive Plan Amendment.

Historical and Archaeological Clearance: The proposed Small Scale Comprehensive Plan Amendment **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Ordinance, CPA-21-589SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 4.44 acres from Agriculture (AG) to Industrial (I), and transmit CPA-21-589SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Future Land Use Map
Exhibit 4: Proposed Future Land Use Map
Exhibit 5: Site Photographs

Exhibit 1:

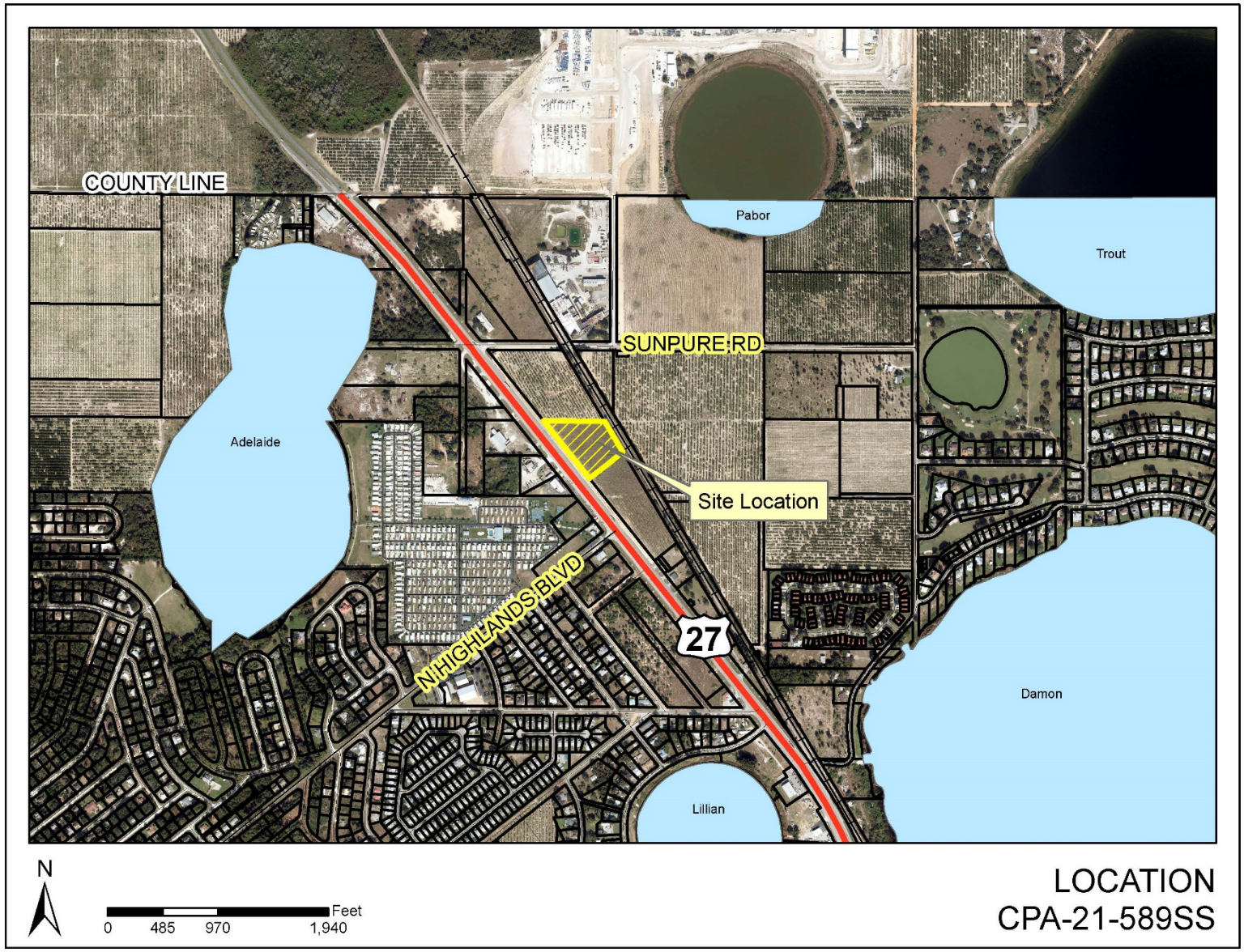

COUNTY LINE
Pabor
Trout
SUNPURE RD
Adelaide
Site Location
N HIGHLANDS BLVD
27
Damon
Lillian
N
0 485 970 1,940
Feet
LOCATION
CPA-21-589SS

Exhibit 2:

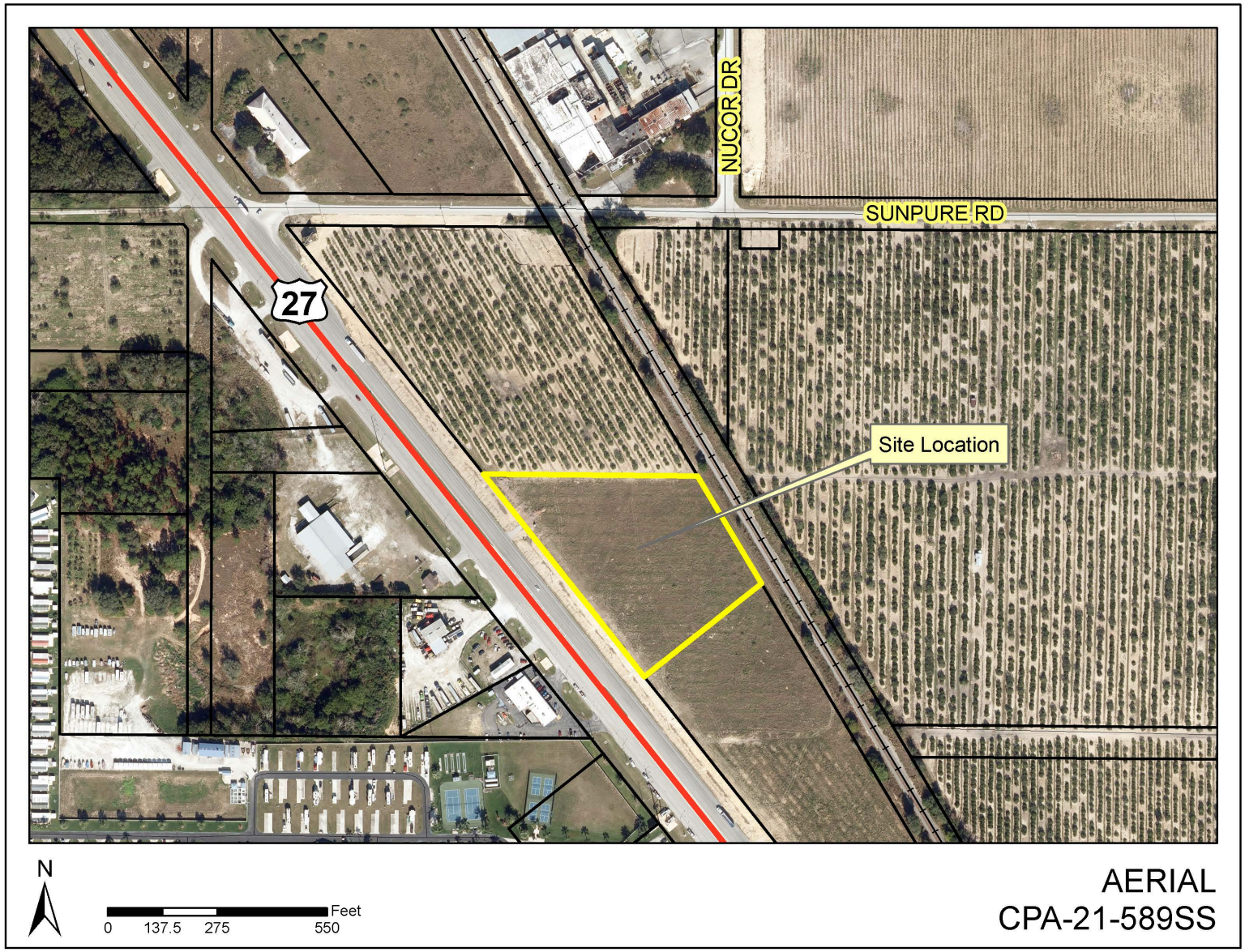

NUCOR DR
SUNPURE RD
27
Site Location
N
0
137.5
275
550
Feet
AERIAL
CPA-21-589SS

Exhibit 3:

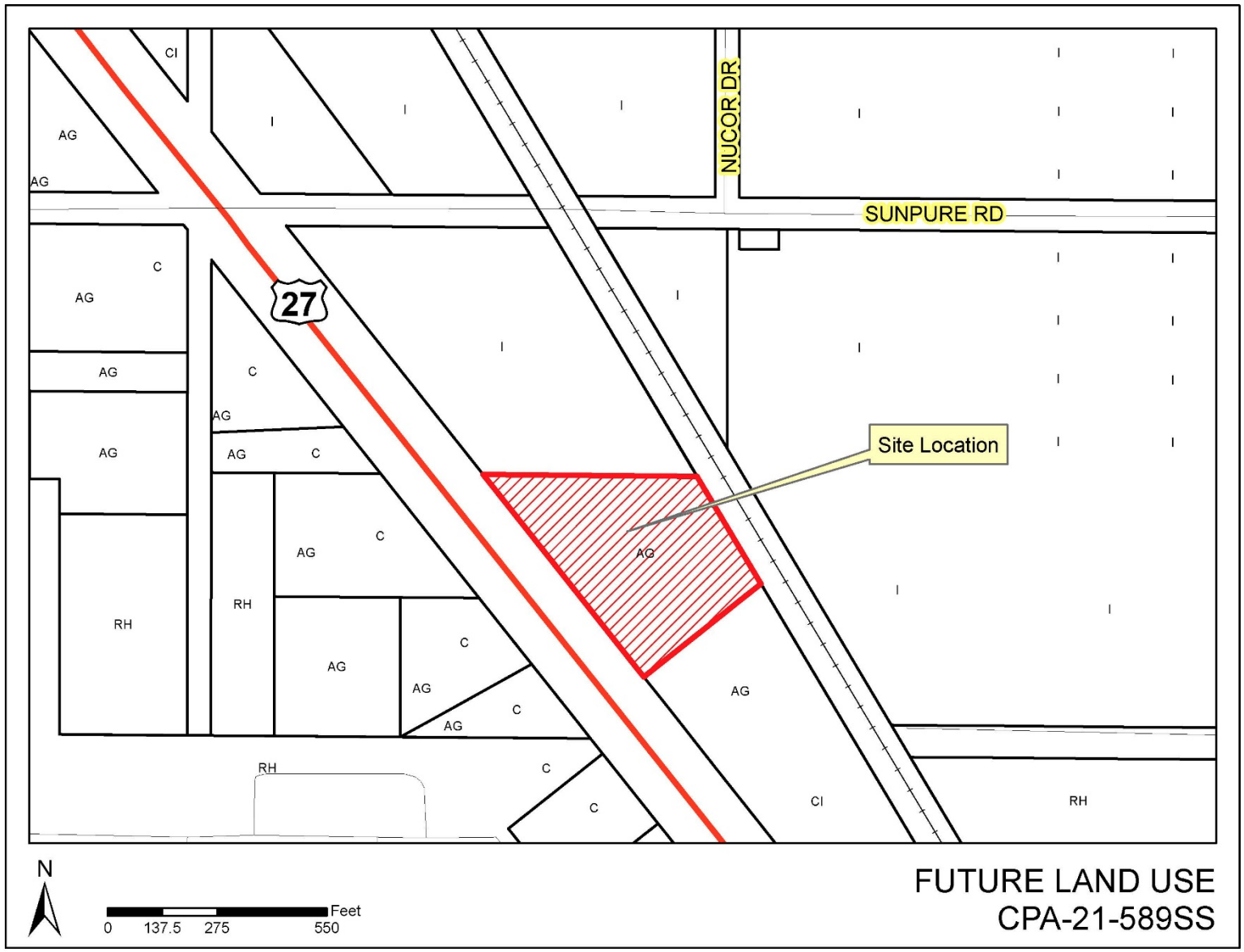

NUCOR DR
SUNPURE RD
27
Site Location
CI
AG
C
I
RH
N
0
137.5
275
550
Feet
FUTURE LAND USE
CPA-21-589SS

Exhibit 4:

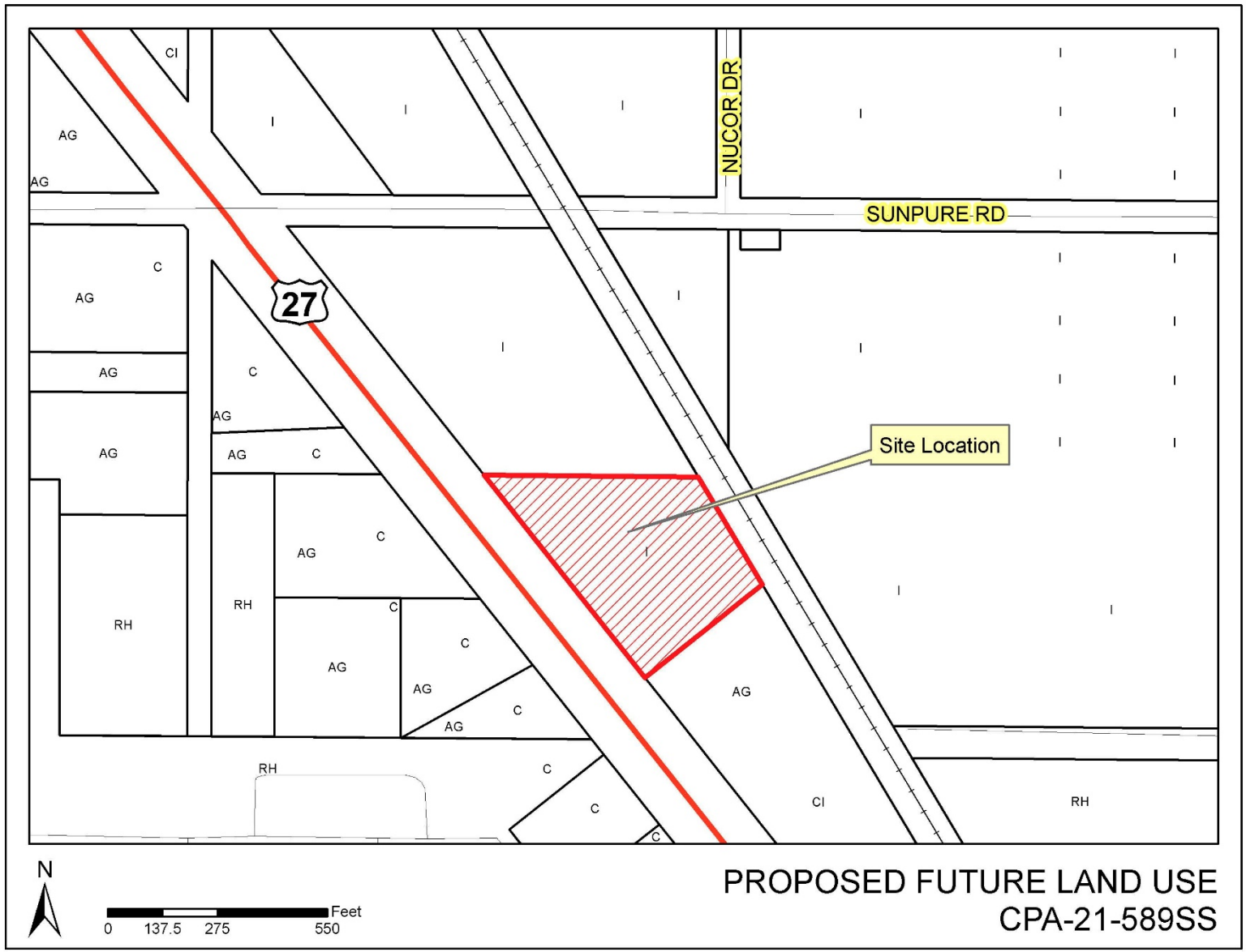

NUCOR DR
SUNPURE RD
27
Site Location
CI
AG
C
I
RH
N
0
137.5
275
550
Feet
PROPOSED FUTURE LAND USE
CPA-21-589SS

Exhibit 5:





Highlands County, Florida
Comprehensive Plan Amendment Application
(Land Use Change)

Small Scale Comprehensive Plan Map Amendment (20 acres or less):

Change from: AG

Change to: I

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A

****

SECTION I: STAFF USE ONLY:

Case Number: CPA- 21 - 589 SS **Date of Application:** 5/17/2021

Amount of Fee: $ 1,500 **Receipt No.:** 21050005 **Tax Map No.:** 22B

Hearing Dates: LP / / P&Z 7 / 13 / 2021 BOCC 8 / 17 / 2021

****

This application has been reviewed for completeness and determined sufficient.

Signed: Planning & Zoning Manager — Date: 5/20/2021

****

SECTION II: APPLICANT INFORMATION:

1. **Name of Property Owner(s):** Owner(s) must sign the **Owner's Affidavit** (attached), which must accompany the application.

   Print Name(s): C. Elton Crews Family Limited Partnership, LLLP

   Mailing Address: P.O. Box 1669, Avon Park, FL 33826

   Daytime Telephone No. (863) 453-5935 **E-Mail Address:**

2. **Name of Agent:** Complete the **Agent's Affidavit** (attached) from property owner, giving the agent authority to represent this application. Attach completed affidavit to the application.

   Print Name: Swaine, Harris & Wohl, P.A.

   Mailing Address: 425 S. Commerce Avenue, Sebring, FL 33870

   Daytime Telephone No. (863) 385-1549 **E-Mail Address:** bob@heartlandlaw.com

NOTARIZED AUTHORIZATION:

☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.

√ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

SECTION III: PLAN AMENDMENT REQUEST INFORMATION:

Please provide a brief description of the proposed plan amendment, including the reason(s) the amendment should be approved: Applicant 's land is located on U.S. Highway 27. The lands North and East are zoned I-2. Changing the land use of this property to I is more compatible to adjacent uses.

Based upon the Highlands County Comprehensive Plan, please provide the goal(s), objective(s), and/or policy number(s) that support your proposed plan amendment. (The Comprehensive Plan can be found at http://www.hcbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf)

a. Goal(s) Compatible land uses and encourages clustering of industrial activities
b. Objective(s) Encourage future growth and outward expansion of urban areas
c. Policy(ies) 1.1, 1.8 and 4.1

SECTION IV: PROPERTY INFORMATION:

3. **Legal Description(s) of Property Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description: complete description including section, township and range. See Exhibit "A" attached hereto

4. **Strap(s) of Property Covered by Application:**

STRAP No. C - - 04 - 33 - 28 - 010 - 0120 - 0000 ; STRAP No. C - ___ - ___ - ___ - ___ - ___ ;
STRAP No. C - ___ - ___ - ___ - ___ - ___ - ___ ; STRAP No. C - ___ - ___ - ___ - ___ - ___ ;

5. **Street Address(es) of Property Covered by the Application:** 2990 U.S. 27 North, Avon Park, FL 33825

6. **Name of Project, Subdivision, or Overall Project or part of a larger project, if applicable:** N/A

7. **Existing Zoning District:** AU **Existing Land Use Classification:** AG

8. **Current Use of the Property:** Number of existing dwelling units, type of commercial or industrial, etc. Grove

9. **Are there existing structures on the property?** [ ] **Yes** [X] **No** **If yes,** what type? (Dwelling, Mobile Home, Accessory Structure, Commercial Building, Other)

   If multiple units, the number of dwellings per building:

10. **Existing Property Information:** Size of Property (width) 313.41 / 647.09 feet, (depth) 375.42 / 535.89 feet, road frontage 647.09 feet, water frontage 0 feet, **Total acres:** 4.44

    If different from the total acreage, the developable portion is _____ +/- acres.

11. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** [ ] **Yes** [X] **No** **If yes, a separate application meeting should be arranged with the Town of Lake Placid.** Please ask the Town staff (Highlands County Planning Department) for assistance.

12. **Vesting:** Is the property vested for specific property rights? [ ] **Yes** [X] **No** **If yes,** explain:

13. Current Uses on the Adjacent Properties:

	Current Use(s)	FLUM Designation(s)	Zoning District(s)
North	Grove	I	I-2
South	Grove	AG	AU
East	Railroad/Grove	I	I-2
West of US 27	Restaurant/Auto Sales/Fruit packing plant	C	B-3

SECTION V: INFORMATION ABOUT THE PROPOSED USE:

14. Proposed Number of Dwelling Units or Square Feet of Commercial space: 0

15. Residential Density: The proposed maximum density is 0 units per acre
(See Technical Support Section II.4 of the Comprehensive Plan, located at http://www.hcbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf).

16. Commercial Intensity: The proposed maximum intensity is undetermined square feet at _____ FAR (Floor Area Ratio, see Technical Support Section II.4 of the Highlands County Comprehensive Plan, located at http://www.hcbcc.net/departments/development_services/planning/uploads/2030_Comp_Plan_2_15.pdf).

17. Estimated Population Generated: The proposed projected population is determined by multiplying the proposed total number of units 0 x 2.3 (average persons per household, Year 2000 Census), equaling 0 persons in the development.

18. Commercial or Industrial: The proposed intensity is determined by multiplying the area of the property by the applicable FAR (Floor Area Ratio) for a total of undetermined square feet GFA (Gross Floor Area). Provide additional information if necessary.

19. Proposed Development Standards (if applicable): Proposed parcel size (if increasing area with this application) N/A square feet/acre.

SECTION VI: ADDITIONAL COMPREHENSIVE PLAN INFORMATION:

20. Wetlands, Xeric Uplands and/or Cutthroatgrass Seeps are ___ / are not X on the property.

Provide a copy of the Conservation Overlay Map for your property, indicating the presence of one or more of the protected habitats. If the habitat(s) is/are present and a Simplified Environmental Clearance Report (SECR) or an Environmental Clearance Report (ECR) **has been done** for the property in the last five (5) years, please submit a copy with this application. (See Comprehensive Plan NRE Policy 3.3 for requirements). If Environmental Clearance **has been granted**, attach a copy of the letter from the Planning Department granting the clearance.

*****Environmental Clearance is not required for a Future Land Use Amendment; however, it may be required at the time of development*****

The following are exempt from environmental clearance requirements:

2. The Development Services Director shall make the Environmental Clearance Determination without further review whenever a particular site is not in an area where the Conservation Overlay Map Series shows the resource categories listed above.

Other exemptions include:

a. ½ acre for residential development on legally recorded lots that existed prior to September 15, 1993.
b. Property which has been cleared of vegetation prior to May 2, 1994.
c. All development on lots legally recorded on or after September 15, 1993 with previously approved Environmental Clearance.
d. DRI or Binding Letter that is fully mitigated based on State recommendation and/or approval for protected natural resources.
e. Remodeling, reconstruction, or restoration of residential units or nonresidential units with no increase in the number of permanent dwelling units, or no increase in the square footage of nonresidential use, or no increase in the environmental impacts of the development.

f. Bona-fide agriculture (See also NRE 3.14.E).
g. Up to two (2) acres on land for development with urban zoning and urban FLUM designations.
h. Up to two (2) acres for residential development (one single family home) on legal lots with Agricultural Land Use and Agricultural zoning.

(Highlands County Comprehensive Plan, Natural Resources Element Policy 3.3 A.)

21. **Surface Water:** List all lakes, streams, rivers, and other water bodies on the property or within 1,000 feet of the boundaries of the property. NONE

22. **Flood Hazard Areas:** Are there Special Flood Hazard areas on the property? [ ] **Yes** [X] **No** **If yes,** indicate the location of the area(s) on a map provided by the Applicant (this map can be accessed at http://gis.hcbcc.org/pubmap, under the "Layers" tab), or indicate the FEMA Map No. _____

23. **Historic Properties:** Are historic resources on the property? [ ] **Yes** [X] **No** If present, indicate the location on a map, provided by the Applicant, and the current address of the historic structure.

24. **Archaeological Resources:** Are archaeological resources on the property? [ ] **Yes** [X] **No** If present, list the Florida Master Site File (FMSF) number of the archaeological site _____. Determine if the parcel lies within an area of high probability for undiscovered archaeological resources (See maps on file in the Planning Department).

25. **Military Airport Zones (MAZ):** Is this property located in an MAZ? [X] **Yes** [ ] **No**
If Yes, please indicate the area as MAZ I, II, or III III

SECTION VII: ADDITIONAL INFORMATION REQUIRED PERTAINING TO PUBLIC FACILITIES:

26. **Potable Water:** The proposed development will be served by an off-site central potable water system.
[X] **Yes** [ ] **No** **If yes**, the potable water system requirements will be accommodated by the City of Avon Park water system.

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ **Applicant's Initial**

The Applicant must provide the following data for the water system that will be used (gallons per capita per day or gpcd):

(Please see memorandum and attached letter from the City of Avon Park attached as Exhibit B)

a. The facility has the designed capacity for pumping and treating _____gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

(See the attached sample letter requesting this information from the service provider.) PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

27. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. [X] **Yes** [ ] **No** **If Yes**, the wastewater treatment system requirements will be accommodated by the City of Avon Park system.

If No, the proposed development will be served by an on-site wastewater septic tank system that will be designed to connect to a central wastewater treatment system when it becomes available.
_____**Applicant's Initial**

The Applicant must provide the following data for the wastewater treatment system that will be used (gallons per capita per day or gpcd):

(Please send memorandum attached to letter from City of Avon Park attached as Exhibit B)

a. The facility has the designed capacity for treating _____ gpcd.
b. The facility has a permitted capacity for _____ gpcd.
c. The facility has an average demand or committed capacity for _____ gpcd.
d. The facility has an excess capacity of _____ gpcd.
e. This proposed development will require approximately _____ gpcd.

Note: The required level of service (LOS) for wastewater treatment for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

(*See the attached sample letter requesting this information from the service provider*). PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

28. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: [X] **Yes** [ ] **No** _____ **Applicant's Initial**

Note: The required level of service (LOS) for the County is premised upon the applicable water management district standards*.

SFWMD: 25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD: 25-year/24-hour storm event (peak discharge, 25-year/24-hour)

*Applicants must utilize the appropriate water management district standards for drainage procedures and methods to ensure that post-development runoff will not exceed pre-development runoff for a minimum 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times the standard area.

29. **Solid Waste Disposal:** The proposed development will be served by the Waste Connections of Florida refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

30. **Recreation and Open Space:** The recreation and open space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any:

Note: The required level of service for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

31. **Schools:** Every application requesting a land use change that will generate new residential dwelling units and a permanent population shall secure from the Highlands County School District **a letter** that will certify information pertaining to the following concerns based upon the location of the Applicant's property: (*See the attached sample letter requesting this information from the School District).*

PLEASE ATTACH THE LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

Note: The Level of Service (LOS) for schools is defined as school enrollment as a percentage of school student capacity based upon the Florida Inventory of School Houses (FISH). The LOS standard is the maximum level of school utilization that will be permitted in the Highlands County School District as 100% of permanent FISH capacity.

END OF APPLICATION

ATTACHMENTS:

1. Owner's Affidavit(s) or Corporate Affidavit
2. Agent's Affidavit(s)
3. Notarized authorization from each owner, as applicable (Form A)
4. Notarized authorization for agent to submit petition, as applicable (Form B)
5. Public Utility Information Request Sample Letter
6. Public School Information Request Sample Letter
7. Application Due Dates
8. Fee Schedule

EXHIBIT "A"

LEGAL DESCRIPTION

All that part of Lots 3, 4 and 5, Block 32, lying East of the right of way of State Road No. 8, and being part of the East Half of the Northwest Quarter of Section 4, Township 33 South, Range 28 East, LESS right of way of Seaboard Coast Line Railroad;

AND

All that part of Lots 2 and 3, Block 23, lying West of right of way of Seaboard Air Line Railway, and being a part of the Northeast Quarter Section 4, Township 33 South, Range 28 East;

All being in and part of PABOR LAKE COLONY LANDS, according to the Plat thereof recorded in Plat Book 2, Page 89, of the Public Records of DeSoto (now Highlands) County, Florida.

ORDINANCE NO. 21-22–_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE FUTURE LAND USE MAP OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN AND THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-04-33-28-010-0120-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 163.3167 empowers the Highlands County Board of County Commissioners to adopt and amend the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-04-33-28-010-0120-0000 (Property), has requested a change to the Property which requires an amendment to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission, held a duly noticed public hearing on July 13, 2021, to review the small-scale amendment to the Property, identified by CPA-21-589SS, which proposes a change to the Future Land Use Map of the Plan; and

WHEREAS, the Highlands County Planning and Zoning Commission recommended approval of CPA-21-589SS and adoption of the subject Future Land Use Map amendment; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-21-589SS, is consistent with the patterns of existing development within this area of the County and is compatible with the surrounding land uses; and

WHEREAS, the County has determined that the proposed Future Land Use Map amendment, CPA-21-589SS, is consistent with the goals, objectives and policies of the Plan; and

WHEREAS, the County has determined that Environmental clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed Future Land Use Map amendment, CPA-21-589SS; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed Future Land Use Map amendment, CPA-21-589SS, does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Plan; and

WHEREAS, the County has determined that the Property that is the subject of CPA-21-589SS is not located within an area of critical state concern; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of development.

NOW THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, after due notice and public hearing, as follows:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The Board of County Commissioners for Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. APPROVAL OF LAND USE DESIGNATION CHANGE AND FUTURE LAND USE MAP AMENDMENT.

A. The land use designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-04-33-28-010-0120-0000 consisting of approximately 4.44 acres and more particularly described as:

> All of Lots 3, 4 and 5, Block 32, lying East of the right of way of State Road No. 8, and being part of the East Half of the Northwest Quarter of Section 4, Township 33 South, Range 28 East, LESS right of way of Seaboard Coast Line Railroad;
> AND
> All of Lots 2 and 3, Block 23, lying West of right of way of Seaboard Air Line Railway, and being a part of the Northeast Quarter Section 4, Township 33 South, Range 28 East; All being in and part of PABOR LAKE COLONY LANDS, according to the Plat thereof recorded in Plat Book 2, Page 89, of the Public Records of DeSoto (now Highland;) County, Florida.

is hereby changed from "Agriculture" to "Industrial".

B. The Future Land Use Map of the Plan is hereby amended to reflect that the land use for the Property is Industrial.

SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS. The County Administrator is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. The

County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. SAVINGS CLAUSE. All prior actions of Highlands County pertaining to CPA-21-589SS, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. **NON-CODIFICATION AND SCRIVENER'S ERRORS.** The provisions of this Ordinance shall not be codified in the Board of County Commissioners of Highlands County Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected.

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

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

SECTION 8. EFFECTIVE DATE. This Ordinance shall be effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3187, the subject small-scale Future Land Use Map amendment shall become effective 31 days after adoption of this Ordinance by the County, unless otherwise challenged within 30 days after said adoption. In the event of a timely challenge, the subject small-scale Future Land Use Map amendment shall become effective once the Florida Department of Economic Opportunity or the Administration Commission issues a final order determining that the adopted small-scale Future Land Use Map amendment is in compliance with the Plan.

DONE AND ADOPTED this 5th day of October, 2021.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

By:_____
Scott A. Kirouac, Chairman

ATTEST_____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Public hearing to consider adoption of P&Z Hearing No. 2081, changing the Official Zoning Atlas for an approximate 4.44-acre parcel, from Agricultural District (AU) to Industrial District (I-2).**

STATEMENT OF ISSUE

The Applicant is requesting to change the Official Zoning Atlas for an approximate 4.44-acre parcel, from AU to I-2. The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for future industrial development.

This hearing was originally continued to January 19, 2022, due to recently passed House Bill 59 that requires a Property Rights Element be adopted and included in the Highlands County Comprehensive Plan prior to the initiation and/or adoption of other comprehensive plan amendments. After that hearing, the Florida Department of Economic Opportunity (DEO) provided further guidance and clarification that comprehensive plan amendment applications that were deemed complete by the local government planning authority prior to July 2, 2021 would be considered "initiated" and would be permitted to be adopted before the Property Rights Element. The application for P&Z 2081, accompanied by CPA-21-589SS, was deemed complete on May 17, 2021; therefore, staff is requesting that the hearing be moved forward.

There is a companion request for a small scale comprehensive plan amendment from Agriculture (AG) to Industrial (I), CPA-21-589SS. The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2081 as presented.

RECOMMENDED ACTION

Move to approve and adopt by Resolution, P&Z 2081, changing the Official Zoning Atlas for approximately 4.44 acres from Agricultural District (AU) to Industrial District (I-2), referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Staff Report P&Z 2081 C Elton Crews BCC
Application P&Z 2081 C Elton Crews
Resolution P&Z 2081 C Elton Crews

HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT

Type: Rezone	**BCC Hearing Date:** 10/5/2021
Case Number: P&Z 2081	**Case Name:** C Elton Crews
Agent: Swaine, Harris & Wohl, P.A.	**Property Owners:** C Elton Crews Family Limited Partnership, LLLP
Public Hearing: BCC	**Case Staff Member:** Sandra S. Vázquez

Request: Rezone an approximate 4.44-acre parcel, from Agricultural District (AU) to Industrial District (I-2)

General Location: An approximate 4.44-acre parcel located approximately 0.38 miles south of the County Line, 0.12 miles south of Sunpure Road, and 0.10 miles north of N Highlands Boulevard, on the northeast side of US 27 N; the address being 2990 US 27 N, Avon Park, Florida

PARCEL ID: C-04-33-28-010-0120-0000

Staff Recommendations and Minutes:

1. **Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Resolution, P&Z 2081, changing the Official Zoning Atlas for approximately 4.44 acres from Agricultural District (AU) to Industrial District (I-2), referencing the mandatory findings of fact and becoming effective as provided by law.

2. **Staff Recommendation to the Planning and Zoning Commission (P&Z):** Recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2081, changing the Official Zoning Atlas for approximately 4.44 acres from Agricultural District (AU) to Industrial District (I-2), referencing the mandatory findings of fact and becoming effective as provided by law.

3. **Excerpt from the August 17, BCC DRAFT Meeting Minutes: "9. PUBLIC HEARING**

   C. Public hearing to consider adoption of Small Scale Comprehensive Plan Future Land Use Amendment CPA-21-589SS, for an approximate 4.44-acre parcel, from Agriculture (AG) to Industrial (I).

D. Public hearing to consider adoption of P&Z Hearing No. 2081, changing the Official Zoning Atlas for an approximate 4.44-acre parcel, from Agricultural District (AU) to Industrial District (I-2).

Sandra Vazquez, Planner I, presented items 9C and 9D together as they both pertain to the same property. These public hearings were properly advertised, and proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vazquez stated that staff is requesting that both items be continued until January 18, 2022 at 9:00 a.m., or soon thereafter as possible.

Chairman Kirouac questioned if the applicant was present. Ms. Vazquez stated no.

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

Commissioner Tuck moved approval to continue Hearing CPA-21-589SS to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

Commissioner Roberts moved approval to continue P&Z Hearing No. 2081 to January 18, 2022 at 9:00 a.m., or soon thereafter as possible. Commissioner Campbell seconded the motion.

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

4. **Excerpt from the July 13, 2021, P&Z Minutes and Recommendation to the BCC: "D. HEARING NUMBER P&Z 2081 – C. ELTON CREWS FAMILY LIMITED PARTNERSHIP LLLP, C/O SWAINE & HARRIS** An approximate 4.44-acre parcel located approximately 0.38 miles south of the County Line, 0.12 miles south of Sunpure Road, and 0.10 miles north of N Highlands Boulevard, on the northeast side of US 27 N; the address being 2990 US 27 N, Avon Park, Florida; and abbreviated legal as follows: An approximate 4.44-acre parcel located in Section 4, Township 33 South, Range 28 East, Highlands County, Florida.

   The Applicant is requesting a zoning change from Agricultural District (AU) to Industrial District (I-2). Mr. Boring read the request; Mrs. Vazquez and Mr. Swaine presented the request. There were no letters received; no one spoke in favor or against the request.

   Motion by Mr. Reed and seconded by Mrs. Mack to recommend to the Board of County Commissioners (BCC) to approve and adopt by Resolution, P&Z 2081, changing the Official Zoning Atlas for approximately 4.44 acres from Agricultural District (AU) to Industrial District (I-2), referencing the mandatory findings of fact and becoming effective as provided by law.

   Upon roll call, all members voted yes. **Motion carried 5-0**."

Supplemental Material/Issue Analysis Report:

1. Request: The matter for consideration is for a change to the Official Zoning Atlas of an approximate 4.44-acre parcel, from AU to I-2.

The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for future industrial development.

There is a companion request for a Future Land Use Map Amendment from Agriculture (AG) to Industrial (I), CPA-21-589SS.

2. Existing Use Analysis:

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Non-Ag Acreage (Vacant)	AG	AU
Adjacent Property to the North	Groves/Orchards	I	I-2
Adjacent Property to the South	Groves/Orchards	AG	AU
Adjacent Property to the East	Groves/Orchards	I	I-2
Adjacent Property to the West	Vehicle Sale, Service and Rent/Store	C (Commercial)	B-3 (Business District)

3. Applicable References:

Planning…§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.1, Agriculture (AG) and Policy 1.2.D.10, Industrial (I).

Zoning…Highlands County Land Development Regulations (LDRs): Section 12.05.200: Agricultural District (AU) and Section 12.05.252: Industrial District (I-2).

4. Department Analysis and Comments of Petitioner's Proposal:

4.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Zoning Division: The staff has no objection to this request.

Engineering Department: Approved with conditions. At the time of development, the Applicant shall undergo the development review process, and additional requirements may be identified at that time.

Natural Resources: This is old citrus believe to be protected under agricultural exemption. No comment on the zoning change. We would ask that they relocate any tortoises using a consultant.

Florida Department of Health: No objection.

4.B. The following Departments, Divisions, and Agencies offered no comment: Florida Department of Environmental Protection.

4.C. The following Departments, Divisions, and Agencies did not respond: City of Sebring, Florida Department of Transportation, Highlands County Emergency Management, Highlands County Emergency Medical Services, and Highlands County Fire Rescue.

5. Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

5.A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation between 130 and 135 feet.
2. **Soils:** The soil underlying the site is *Astatula.* The available water capacity is very low, with a very rapid permeability. Depth to the water table is more than 80 inches. This soil is nearly level to moderately sloping, and excessively drained.
3. **Surface Waters:** The subject parcel has no surface water areas.
4. **Vegetative Cover:** The site has been cleared of native vegetation.

5.B. Zoning Analysis:

1. **Current Use of Land:** The current use of the land is vacant. There was a citrus grove on the site that was previously cleared.
2. **Current Zoning Designation:** The site has a zoning designation of AU.
3. **Proposed Zoning Designation:** The proposed zoning designation is I-2.
4. **Current Population Yield:** The current zoning would not allow a dwelling unit to be constructed as it does not meet the minimum 5-acre requirement for the Agricultural Zoning District; therefore, the population yield is zero.
5. **Proposed FLUM Intensity:** The proposed zoning allows a maximum of 1.00 FAR.
6. **The Applicant's proposed development program:** The Applicant is proposing to use the site for industrial purposes. No residential uses are proposed.

5.C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates that the site contains no Selected Natural

Resources. Pursuant to Natural Resource Element Policy 3.3. of the Comprehensive Plan, the Applicant **is not required** to obtain Environmental Clearance at the time of development.

2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has a flood zone designation of X, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0019C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is located within MAZ III as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is located within the 600-foot Zone of Control, and outside of the 200-foot Zone of Exclusion of a public potable water well, as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.
7. **Airport Surface Areas:** The property is not located within any of the defined surface areas as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

5.D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an off-site central potable water system provided by the City of Avon Park.
2. **Central Wastewater:** The property will be served by an off-site central wastewater system provided by the City of Avon Park.
3. **Solid Waste:** The property will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access onto US Highway 27 N.
5. **Railroad Access:** The site is located adjacent to the CSX railroad track that runs along the east side of this property.
6. **Recreation:** The proposed development will not require the need for recreation.
7. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

5.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

5.F. Schools: The permitted uses within the Industrial Future Land Use designation are industrial in nature. Any project development will not generate student impacts to the school district; school concurrency **is not** required.

5.G. Airports: The subject property is located approximately 3.08 miles north of the Avon Park Executive Airport and 16.02 miles northwest of the Sebring Regional Airport.

6. Mandatory Findings of Fact:

Use Consistency Finding: The proposed zoning change **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed zoning change **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed zoning change.

Historical and Archaeological Clearance: The proposed zoning change **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners approve and adopt by Resolution, P&Z 2081, changing the Official Zoning Atlas for approximately 4.44 acres from Agricultural District (AU) to Industrial District (I-2), referencing the mandatory findings of fact and becoming effective as provided by law.

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Zoning Map
Exhibit 4: Proposed Zoning Map
Exhibit 5: Site Photographs

Exhibit 1:

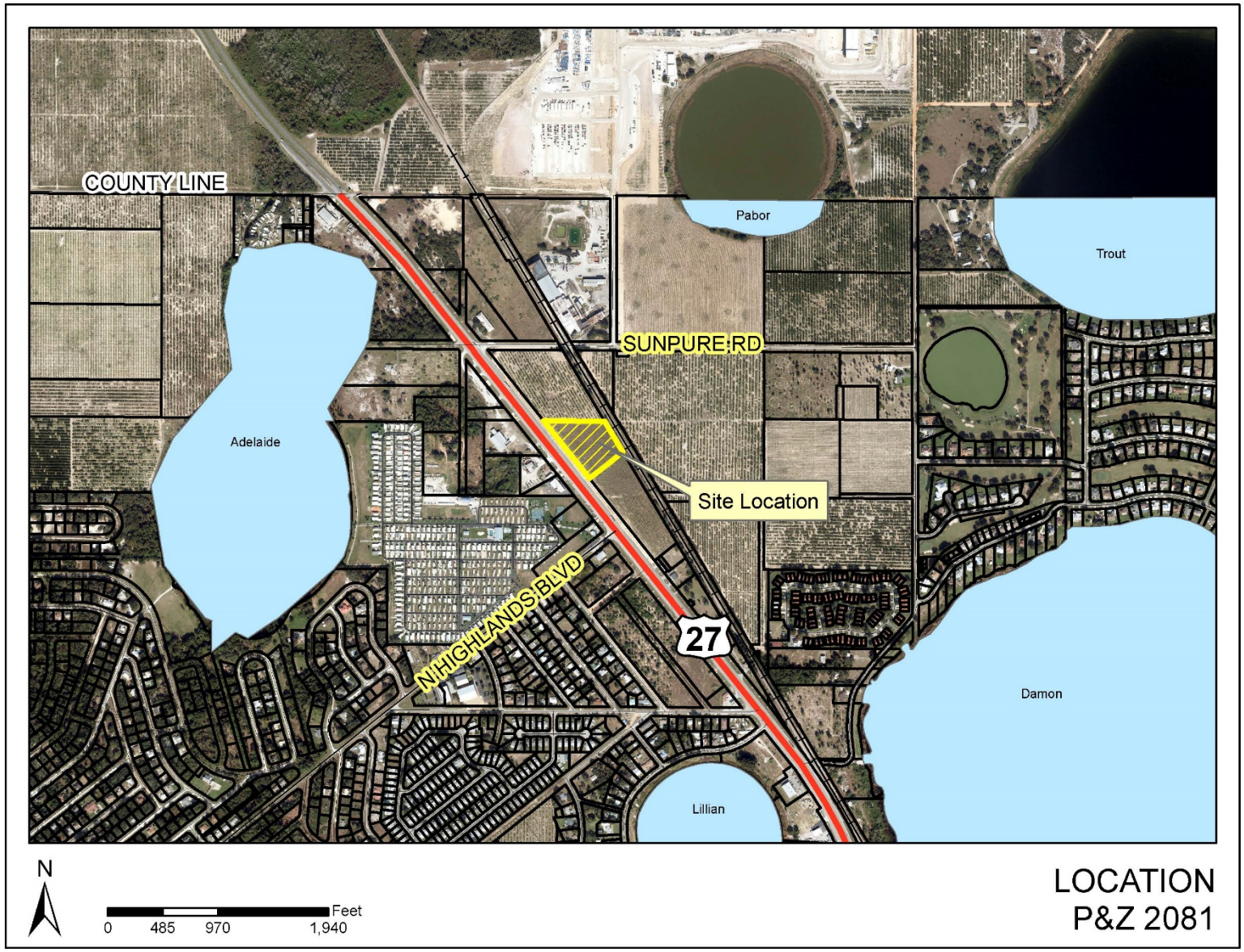

COUNTY LINE
Pabor
Trout
SUNPURE RD
Adelaide
Site Location
N HIGHLANDS BLVD
27
Damon
Lillian
N
Feet
0
485
970
1,940
LOCATION
P&Z 2081

Exhibit 2:

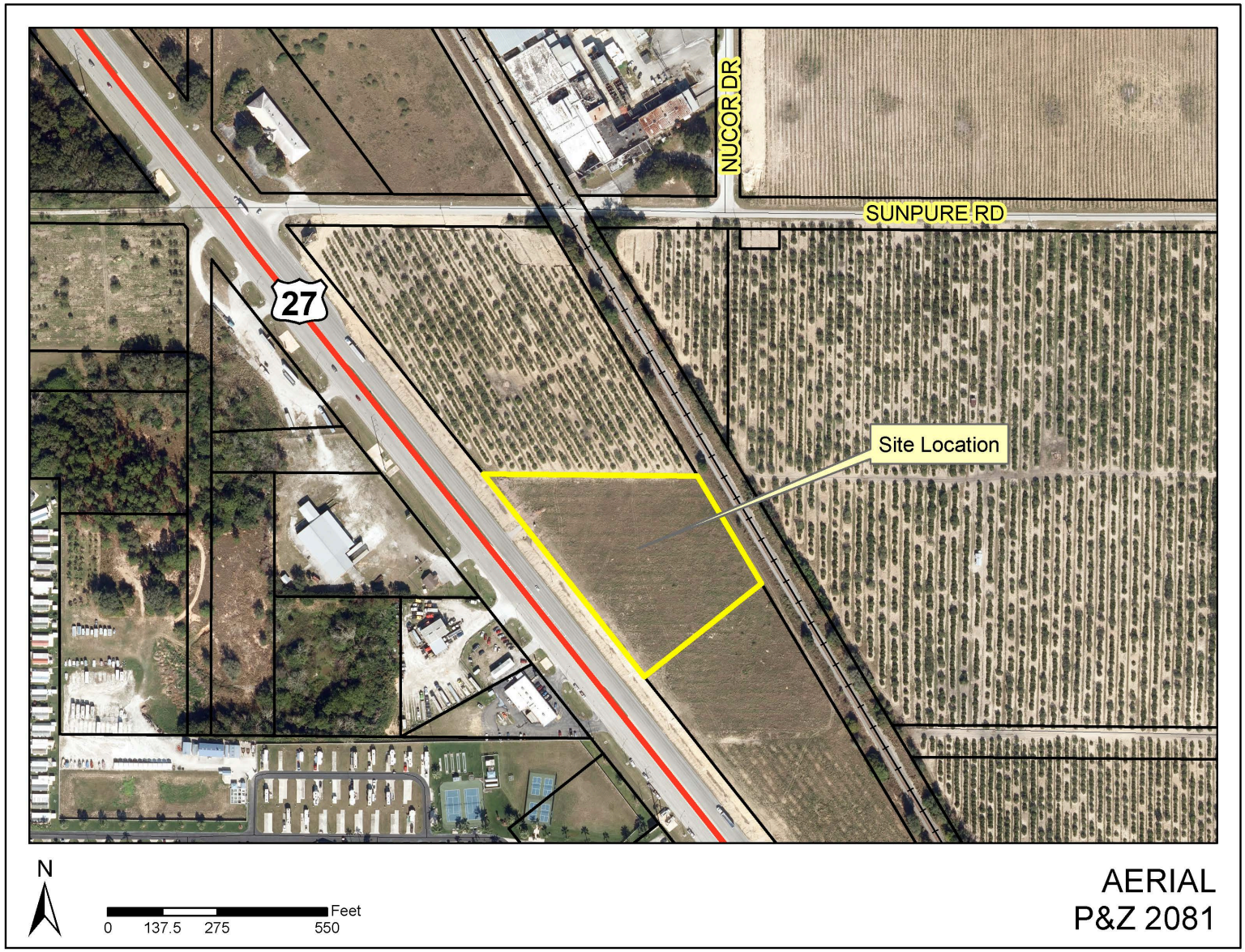

NUCOR DR
SUNPURE RD
27
Site Location
N
0
137.5
275
550
Feet
AERIAL
P&Z 2081

Exhibit 3:

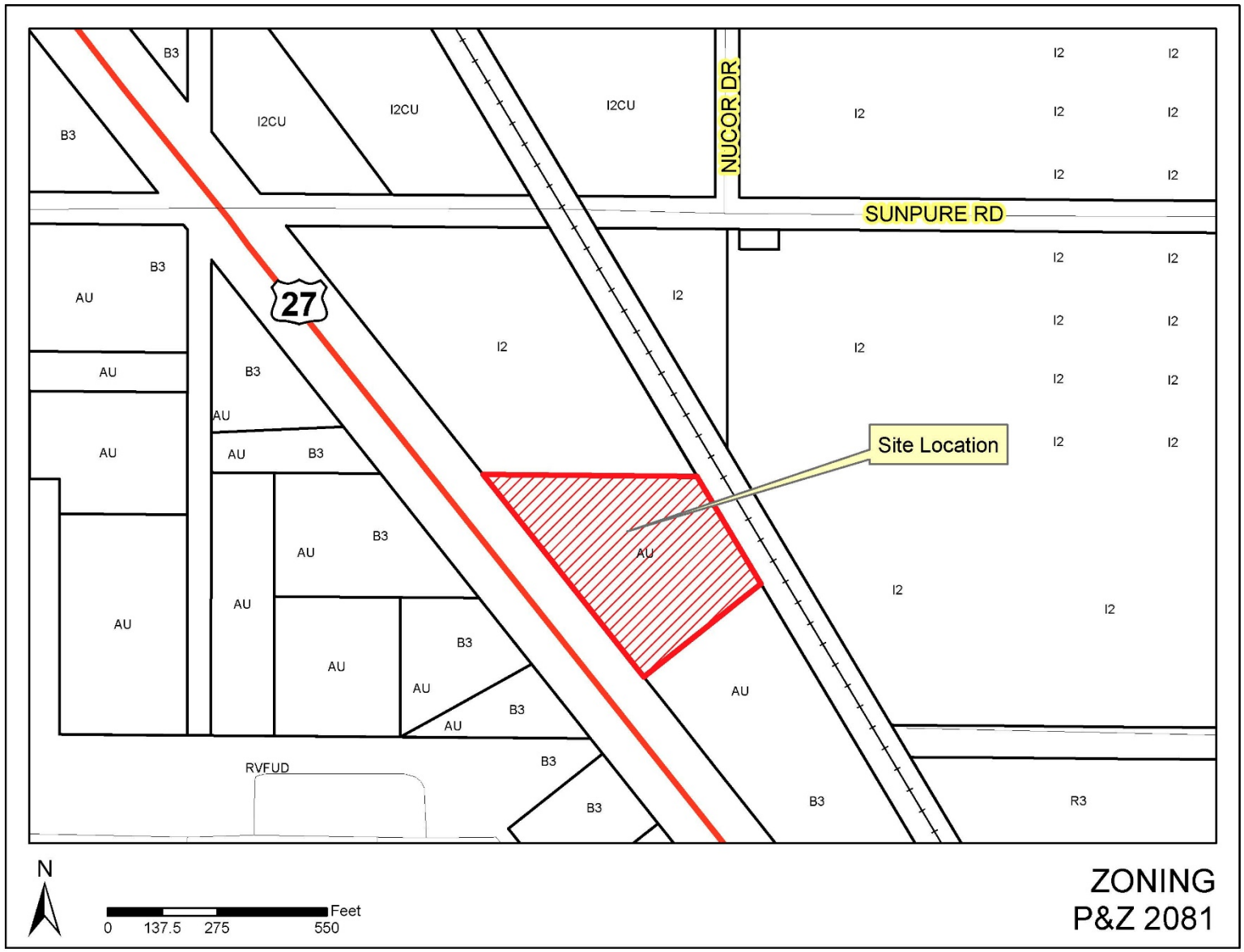

B3
I2CU
I2CU
I2CU
NUCOR DR
I2
SUNPURE RD
AU
27
RVFUD
Site Location
R3
N
0
137.5
275
550
Feet
ZONING
P&Z 2081

Exhibit 4:

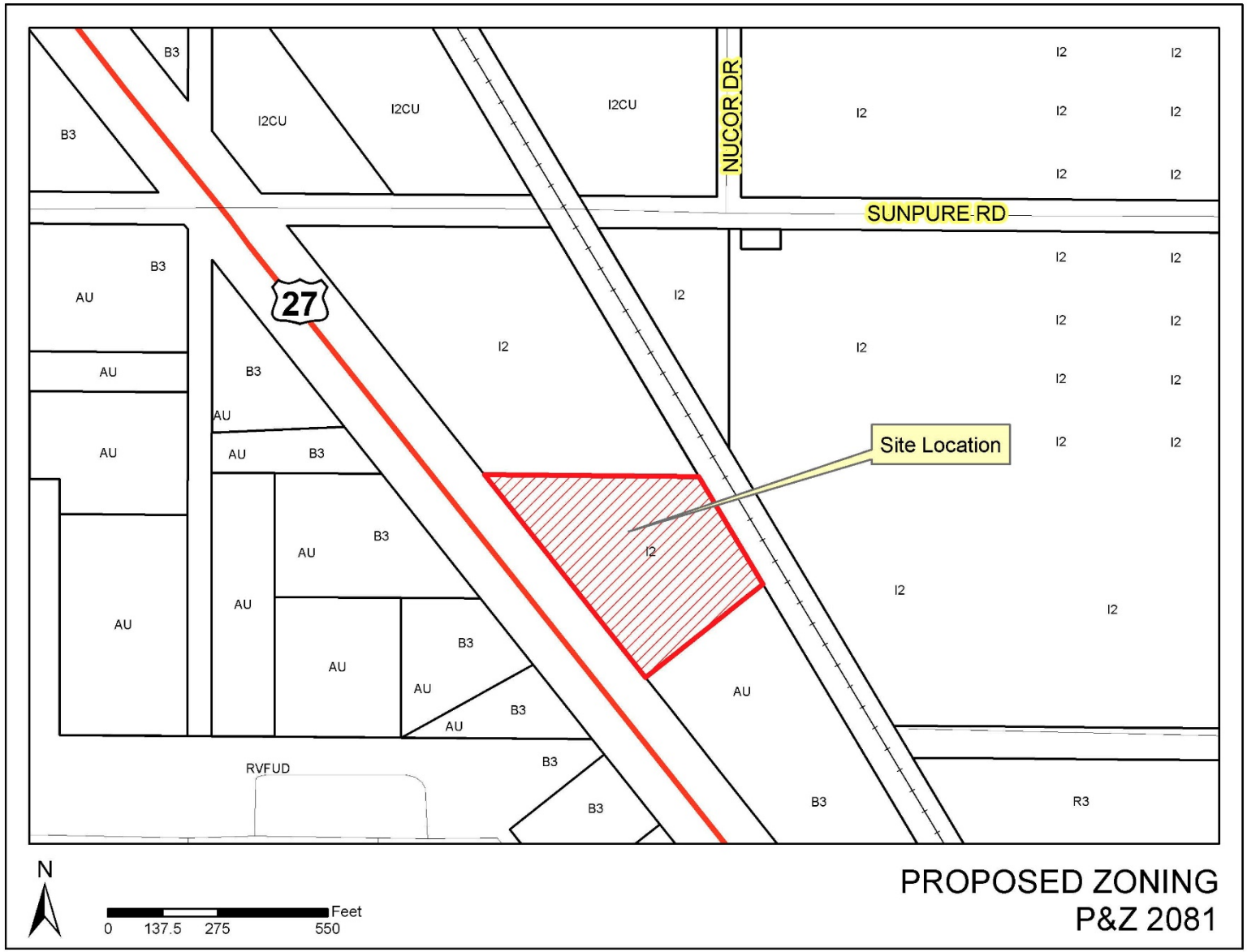

B3
I2CU
I2CU
I2CU
NUCOR DR
I2
SUNPURE RD
AU
27
Site Location
RVFUD
R3
N
0
137.5
275
550
Feet
PROPOSED ZONING
P&Z 2081

Exhibit 5:





Highlands County, Florida
Zoning Change Application

Zoning Map Atlas amendment (Code of Ordinances Chapter 12):

Zoning change from: AU

Zoning change to: I-2

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A

****

SECTION I: STAFF USE ONLY:

P&Z Hearing Number: 2081 **Date of Application:** 5/17/2021

Amount of Fee: $ 1,950.00 **Receipt No.:** 21050004 **Tax Map No.:** 22B

Hearing Dates: **LP** / / **P&Z** 7 / 13 / 2021 **BOCC** 8 / 17 / 2021

****

This application has been reviewed for completeness and determined sufficient.

Rachel Bury
Signed: Zoning Supervisor

5/28/2021
Date

****

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. **Name of Property Owner(s):** If more than one, all owners must sign the **Owner's Affidavit** (attached), which must accompany the application.

   Print Name: C. Elton Crews Family Limited Partnership, LLLP

   Mailing Address: P.O. Box 1669, Avon Park, FL 33826

   Daytime Telephone No. (863) 453-5935 **E-Mail Address:**

2. **Name of Agent:** Complete the **Agent's Affidavit** (attached) from property owner, which must accompany the application, giving the agent authority to represent this application.

   Print Name: Swaine, Harris & Wohl, P.A.

   Mailing Address: 425 S. Commerce Avenue, Sebring, FL 33870

   Daytime Telephone No. (863) 385-1549 **E-Mail Address:** bob@heartlandlaw.com

NOTARIZED AUTHORIZATION:

- ☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- ✓ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. **Legal Description Covered by Application:** If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. See Exhibit "A" attached hereto

4. **Strap No.(s) of Property Covered by Application:**

STRAP No. C - 04 - 33 - 28 - 010 - 0120 - 0000 ; STRAP No. C - ___ - ___ - ___ - ___ - _____ - _____;

STRAP No. C - ___ - ___ - ___ - ___ - _____ - _____; STRAP No. C - ___ - ___ - ___ - ___ - _____ - _____;

5. **Street Address(es) of Property Covered by the Application:** _____

2990 U.S. 27 North, Avon Park, FL 33825

****

SECTION III: INFORMATION ABOUT EXISTING USES:

6. **Name of Project, Subdivision, or Overall Project** or part of a larger project if applicable: N/A

7. **Existing Zoning District**: AU **Existing Land Use Designation**: AG

8. **Existing Property Information:** Size of Property (width) 313.41 / 647.09 feet, (depth) 375.42 / 535.89 feet, road frontage 647.09 feet, water frontage 0 feet, **Total acres:** 4.44

If different from the total acreage, the developable portion is n/a +/- acres.

9. **Current Use of the Property:** Number of existing dwelling units, type of commercial or industrial, etc., Grove

10. **Are there existing structures on the property?** [ ] **Yes** [X] **No** **If yes,** what type? (Dwelling, Mobile Home, Accessory Structure, Commercial Building, Other). _____

If multiple units, the number of dwellings per building/number of buildings: _____

11. **Is the property located within the Lake Placid Regional Plan (LPRP) area?** [ ] **Yes** [X] **No** **If yes,** please submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.

12. **Vesting:** Is the property vested for specific property rights? [ ] **Yes** [X] **No** **If yes,** explain: _____

13. **Has a public hearing been held on this property within the last 6 months?** [ ] **Yes** [X] **No**

14. **Information on the Adjacent Properties:**

	Current Use of Property	FLUM Designations	Zoning Districts
North	Grove	I	I-2
South	Grove	AG	AU
East	Railroad/Grove	I	I-2
West	Restaurant/Auto Sales/Fruit packing plant	C	B-3

****

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

15. **Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES):** Applicant 's land is located on U.S. Highway 27. The lands North and East are zoned I-2. Changing the zoning of this property to I-2 is more compatible to adjacent uses.
16. **Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space:** (if applicable)

    None
17. **Proposed Development Standards** (if applicable)
    a. Proposed parcel size (if increasing area with this application) n/a square feet/acre
    b. Proposed Floor Area Ratio (FAR): Gross floor area of building (sq.ft.) divided by parcel size (sq.ft.) = _____

****

SECTION V: ADDITIONAL INFORMATION REQUIRED:
18 & 19 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

18. **Potable Water:** The proposed development will be served by an off-site central potable water system. [X] **Yes** [ ] **No**
If Yes, the potable water system requirements will be accommodated by the City of Avon Park water system.

    (*See the attached model letter requesting this information from the respective servers*). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

    The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

    (Please see memorandum and attached letter from the City of Avon Park attached as Exhibit B)

    a. The facility has the designed capacity for pumping and treating _____ gpcd.
    b. The facility has a permitted capacity for _____ gpcd.
    c. The facility has an average demand or committed capacity for _____ gpcd .
    d. The facility has an excess capacity of _____ gpcd.
    e. This proposed development will require approximately _____ gpcd .

    Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

    If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ **Applicant's Initial**

19. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. [X] **Yes** [ ] **No**
If Yes, the wastewater treatment system requirements will be accommodated by the City of Avon Park system.

    (*See the attached model letter requesting this information from the respective servers*). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

    The Applicant must provide the following data of the wastewater treatment system that will be used:

    (Please send memorandum attached to letter from City of Avon Park attached as Exhibit B)

    a. The facility has the designed capacity for treating _____ gpcd.
    b. The facility has a permitted capacity for _____ gpcd.
    c. The facility has an average demand or committed capacity for _____ gpcd.
    d. The facility has an excess capacity of _____ gpcd.
    e. This proposed development will require approximately _____ gpcd.

    Note: The required level of service (LOS) for wastewater treatment for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. _____ **Applicant's Initial**

20. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: [X] **Yes** [ ] **No** _____ **Applicant's Initial**

Note: The required level of service (LOS) for the County is premised upon the applicable water management district standards.

SFWMD: 25-year/24-hour storm event (peak discharge, 25-year/36-hour)
SWFWMD: 25-year/24-hour storm event (peak discharge, 25-year/24-hour)

* Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

21. **Solid Waste Disposal:** The proposed development will be served by the Waste Connections, Inc. refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

22. **Recreation and Green Space:** The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: n/a

Note: The required level of service for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

23. **Military Airport Zones (MAZ):** Is this property located in an MAZ? [X] **Yes** [ ] **No**
If Yes, please indicate the area as MAZ I, MAZ II, or MAZ III III.

****

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

24. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of **all** applications.

25. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of **all** applications.

26. **Map Properties within 500 Feet:** Using a map that shall be secured from the County Property Appraiser's Office, delineate the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

27. **List of Property Owners:** List all current property owners within a 500 foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. **If** the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

28. **Land Survey:** A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

29. **Proposed Flexible Unit Development (FUD) or Planned Development (PD) – <u>Site Plan, Resolution, and Letter of Intent</u>:** A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

30. **Surrounding Property Owners:** Have you discussed this rezoning request with the surrounding property owners? [ ] **Yes** [X] **No**

31. **Contract to Sell:** Is this property under contract to sell contingent on the rezoning? [ ] **Yes** [X] **No**
32. **Proposed Multiple Zoning Changes:** If more than one zoning change is being requested, it is necessary to show the exact areas to be covered by the different zoning designations. The legal description, along with an illustration showing the dimensions, of each different zoning designation must be included (Attach to the application if applicable).

****

END OF APPLICATION

ATTACHMENTS:

1. Owner's Affidavit(s) or Corporation Affidavit
2. Agent's Affidavit(s)
3. Notarized authorization from each owner, as applicable (Form A)
4. Notarized authorization for agent to submit petition, as applicable (Form B)
5. Public Utility Information Request Format
6. Application Due Dates
7. Fee Schedule

EXHIBIT "A"

LEGAL DESCRIPTION

All that part of Lots 3, 4 and 5, Block 32, lying East of the right of way of State Road No. 8, and being part of the East Half of the Northwest Quarter of Section 4, Township 33 South, Range 28 East, LESS right of way of Seaboard Coast Line Railroad;

AND

All that part of Lots 2 and 3, Block 23, lying West of right of way of Seaboard Air Line Railway, and being a part of the Northeast Quarter Section 4, Township 33 South, Range 28 East;

All being in and part of PABOR LAKE COLONY LANDS, according to the Plat thereof recorded in Plat Book 2, Page 89, of the Public Records of DeSoto (now Highlands) County, Florida.

RESOLUTION NO. 21-22-___

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING CHANGE FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-04-33-28-010-0120-0000; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING CHANGE AND ZONING ATLAS 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, pursuant to Highlands County Code of Ordinances, Section 12.03.401, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-04-33-28-010-0120-0000 (Property), has requested a change to the existing zoning classification on the Property for the specific purposes of furthering economic objectives; and

WHEREAS, the County has determined that the proposed zoning change is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed zoning change is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the County has determined that Environmental Clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed Zoning change; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the property and the proposed zoning change does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 of the Plan, NRE Policy 1.3 of the Plan and the Highlands County Land Development Regulations; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of development.

NOW, **THEREFORE BE IT RESOLVED**, by the Board, after public hearing and

comment that:

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

SECTION 2. Approval of Zoning Change and Zoning Atlas Amendment.

A. The zoning designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-04-33-28-010-0120-0000 and more particularly described as:

> All of Lots 3, 4 and 5, Block 32, lying East of the right of way of State Road No. 8, and being part of the East Half of the Northwest Quarter of Section 4, Township 33 South, Range 28 East, LESS right of way of Seaboard Coast Line Railroad;
> AND
> All of Lots 2 and 3, Block 23, lying West of right of way of Seaboard Air Line Railway, and being a part of the Northeast Quarter Section 4, Township 33 South, Range 28 East; All being in and part of PABOR LAKE COLONY LANDS, according to the Plat thereof recorded in Plat Book 2, Page 89, of the Public Records of Desoto (now Highlands) County, Florida.

is hereby changed from Agricultural District (AU) to Industrial District (I-2).

B. The official Zoning Atlas of the County is hereby amended to reflect that the zoning for the Property is Industrial District (I-2).

C. At the time of development on the Property, the Property Owner, or a representative thereof shall submit a traffic study and such other requirements imposed during the development review process.

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

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2081, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

SECTION 8. Effective Date. This Resolution shall take effect immediately after Highlands County Ordinance 21-22-____, adopting a small-scale comprehensive plan amendment to change the land use designation on the Property from Agriculture (AG) to Industrial (I).

DONE AND ADOPTED, this 5th day of October, 2021.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Scott A. Kirouac, Chairman

(SEAL)

ATTEST: _____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

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

SUBJECT/TITLE: **Request Approval of the Highlands County Health Department's FY 21-22 Core Contract**

STATEMENT OF ISSUE

Move to approve the Highlands County Health Department (CHD) Core Contract for Fiscal year 2021-2022 between the Highlands County Board of County Commissioners and the State of Florida.

RECOMMENDED ACTION

Move to approve the Highlands County Health Department (CHD) Core Contract for Fiscal year 2021-2022 between the Highlands County Board of County Commissioners and the State of Florida.

FISCAL IMPACT

The fiscal impact is the funding amount of $256,535 in Fund 005 (General) which is included in the Adopted Budget for Fiscal Year 2021-2022.

Attachments: Highlands BOCC FDOH 2021-2022 Core Contract.pdf

CONTRACT BETWEEN
HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
AND
STATE OF FLORIDA DEPARTMENT OF HEALTH
FOR OPERATION OF THE
HIGHLANDS COUNTY HEALTH DEPARTMENT
CONTRACT YEAR 2021-2022

This contract is made and entered into between the State of Florida, Department of Health ("State") and the Highlands County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2021.

RECITALS

A. Pursuant to Chapter 154, Florida Statutes, the intent of the legislature is to "promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated county health department services."

B. County Health Departments were created throughout Florida to satisfy this legislative intent through "promotion of the public's health, the control and eradication of preventable diseases, and the provision of primary health care for special populations."

C. Highlands County Health Department ("CHD") is one of the created County Health Departments.

D. It is necessary for the parties hereto to enter into this contract in order to ensure coordination between the State and the County in the operation of the CHD.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RECITALS. The parties mutually agree that the foregoing recitals are true and correct and incorporated herein by reference.

2. TERM. The parties mutually agree that this contract shall be effective from October 1, 2021, through September 30, 2022, or until a written contract replacing this contract is entered into between the parties, whichever is later, unless this contract is otherwise terminated pursuant to the termination provisions set forth in paragraph 8. below.

3. SERVICES MAINTAINED BY THE CHD. The parties mutually agree that the CHD shall provide those services as set forth on Part III of Attachment II hereof, in order to maintain the following three levels of service pursuant to section 154.01(2), Florida Statutes, as defined below:

a. "Environmental health services" are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease. Environmental health services shall be supported by available federal, state and local funds

and shall include those services mandated on a state or federal level. Examples of environmental health services include, but are not limited to, food hygiene, safe drinking water supply, sewage and solid waste disposal, swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, and occupational health.

b. "Communicable disease control services" are those services which protect the health of the general public through the detection, control, and eradication of diseases which are transmitted primarily by human beings. Communicable disease services shall be supported by available federal, state, and local funds and shall include those services mandated on a state or federal level. Such services include, but are not limited to, epidemiology, sexually transmissible disease detection and control, HIV/AIDS, immunization, tuberculosis control and maintenance of vital statistics.

c. "Primary care services" are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. Primary health care services are provided at home, in group settings, or in clinics. These services shall be supported by available federal, state, and local funds and shall include services mandated on a state or federal level. Examples of primary health care services include, but are not limited to: first contact acute care services; chronic disease detection and treatment; maternal and child health services; family planning; nutrition; school health; supplemental food assistance for women, infants, and children; home health; and dental services.

4. FUNDING. The parties further agree that funding for the CHD will be handled as follows:

a. The funding to be provided by the parties and any other sources is set forth in Part II of Attachment II hereof. This funding will be used as shown in Part I of Attachment II.

i. The State's appropriated responsibility *(direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C)* as provided in Attachment II, Part II is an amount not to exceed $ 3,256,091 *(State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C)*. The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility *(direct contribution excluding any fees, other cash or local contributions)* as provided in Attachment II, Part II is an amount not to exceed $ 321,535 *(amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment)*.

b. Overall expenditures will not exceed available funding or budget authority, whichever is less, (either current year or from surplus trust funds) in any service category. Unless requested otherwise, any surplus at the end of the term of this contract in the County Health Department Trust Fund that is attributed to the CHD shall be carried forward to the next contract period.

c. Either party may establish service fees as allowed by law to fund activities of the CHD. Where applicable, such fees shall be automatically adjusted to at least the Medicaid fee schedule.

d. Either party may increase or decrease funding of this contract during the term hereof by notifying the other party in writing of the amount and purpose for the change in funding. If the State initiates the increase/decrease, the CHD will revise the Attachment II and send a copy of the revised pages to the County and the Department of Health, Office of Budget and Revenue Management. If the County initiates the increase/decrease, the County shall notify the CHD. The CHD will then revise the Attachment II and send a copy of the revised pages to the Department of Health, Office of Budget and Revenue Management.

e. The name and address of the official payee to whom payments shall be made is:

County Health Department Trust Fund
Highlands County
7205 South George Blvd.
Sebring, FL 33875

5. CHD DIRECTOR/ADMINISTRATOR. Both parties agree the director/administrator of the CHD shall be a State employee or under contract with the State and will be under the day-to-day direction of the Deputy Secretary for County Health Systems. The director/administrator shall be selected by the State with the concurrence of the County. The director/administrator of the CHD shall ensure that non-categorical sources of funding are used to fulfill public health priorities in the community and the Long Range Program Plan.

6. ADMINISTRATIVE POLICIES AND PROCEDURES. The parties hereto agree that the following standards should apply in the operation of the CHD:

a. The CHD and its personnel shall follow all State policies and procedures, except to the extent permitted for the use of County purchasing procedures as set forth in subparagraph b., below. All CHD employees shall be State or State-contract personnel subject to State personnel rules and procedures. Employees will report time in the Health Management System compatible format by program component as specified by the State.

b. The CHD shall comply with all applicable provisions of federal and state laws and regulations relating to its operation with the exception that the use of County purchasing procedures shall be allowed when it will result in a better price or service and no statewide Department of Health purchasing contract has been implemented for those goods or services. In such cases, the CHD director/administrator must sign a justification therefore, and all County purchasing procedures must be followed in their entirety, and such compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this contract. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

c. The CHD shall maintain books, records and documents in accordance with the Generally Accepted Accounting Principles (GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), and the requirements of federal or state law. These

records shall be maintained as required by the Department of Health Policies and Procedures for Records Management and shall be open for inspection at any time by the parties and the public, except for those records that are not otherwise subject to disclosure as provided by law which are subject to the confidentiality provisions of paragraphs 6.i. and 6.k., below. Books, records and documents must be adequate to allow the CHD to comply with the following reporting requirements:

i. The revenue and expenditure requirements in the Florida Accounting Information Resource (FLAIR) System;

ii. The client registration and services reporting requirements of the minimum data set as specified in the most current version of the Client Information System/Health Management Component Pamphlet;

iii. Financial procedures specified in the Department of Health's Accounting Procedures Manuals, Accounting memoranda, and Comptroller's memoranda;

iv. The CHD is responsible for assuring that all contracts with service providers include provisions that all subcontracted services be reported to the CHD in a manner consistent with the client registration and service reporting requirements of the minimum data set as specified in the Client Information System/Health Management Component Pamphlet.

d. All funds for the CHD shall be deposited in the Highlands County Health Department Trust Fund maintained by the state treasurer. These funds shall be accounted for separately from funds deposited for other CHDs and shall be used only for public health purposes in Highlands County.

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the State or County, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by State and County based on the ratio of planned expenditures in this contract and funding from all sources is credited to the program accounts by State and County. The equity share of any surplus/deficit funds accruing to the State and County is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

f. There shall be no transfer of funds between the three levels of services without a contract amendment unless the CHD director/administrator determines that an emergency exists wherein a time delay would endanger the public's health and the Deputy Secretary for County Health Systems has approved the transfer. The Deputy Secretary for County Health Systems

shall forward written evidence of this approval to the CHD within 30 days after an emergency transfer.

g. The CHD may execute subcontracts for services necessary to enable the CHD to carry out the programs specified in this contract. Any such subcontract shall include all aforementioned audit and record keeping requirements.

h. At the request of either party, an audit may be conducted by an independent CPA on the financial records of the CHD and the results made available to the parties within 180 days after the close of the CHD fiscal year. This audit will follow requirements contained in OMB Circular A-133 and may be in conjunction with audits performed by County government. If audit exceptions are found, then the director/administrator of the CHD will prepare a corrective action plan and a copy of that plan and monthly status reports will be furnished to the contract managers for the parties.

i. The CHD shall not use or disclose any information concerning a recipient of services except as allowed by federal or state law or policy.

j. The CHD shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of this contract. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

k. The CHD shall maintain confidentiality of all data, files, and records that are confidential under the law or are otherwise exempted from disclosure as a public record under Florida law. The CHD shall implement procedures to ensure the protection and confidentiality of all such records and shall comply with sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes, and all other state and federal laws regarding confidentiality. All confidentiality procedures implemented by the CHD shall be consistent with the Department of Health Information Security Policies, Protocols, and Procedures. The CHD shall further adhere to any amendments to the State's security requirements and shall comply with any applicable professional standards of practice with respect to client confidentiality.

l. The CHD shall abide by all State policies and procedures, which by this reference are incorporated herein as standards to be followed by the CHD, except as otherwise permitted for some purchases using County procedures pursuant to paragraph 6.b.

m. The CHD shall establish a system through which applicants for services and current clients may present grievances over denial, modification or termination of services. The CHD will advise applicants of the right to appeal a denial or exclusion from services, of failure to take account of a client's choice of service, and of his/her right to a fair hearing to the final governing authority of the agency. Specific references to existing laws, rules or program manuals are included in Attachment I of this contract.

n. The CHD shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.

o. The CHD shall submit quarterly reports to the County that shall include at least the following:

i. The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;

ii. A written explanation to the County of service variances reflected in the year end DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount for the contract year. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

p. The dates for the submission of quarterly reports to the County shall be as follows unless the generation and distribution of reports is delayed due to circumstances beyond the CHD's control:

i. March 1, 2022 for the report period October 1, 2021 through December 31, 2021;

ii. June 1, 2022 for the report period October 1, 2021 through March 31, 2022;

iii. September 1, 2022 for the report period October 1, 2021 through June 30, 2022; and

iv. December 1, 2022 for the report period October 1, 2021 through September 30, 2022.

7. FACILITIES AND EQUIPMENT. The parties mutually agree that:

a. CHD facilities shall be provided as specified in Attachment IV to this contract and the County shall own the facilities used by the CHD unless otherwise provided in Attachment IV.

b. The County shall ensure adequate fire and casualty insurance coverage for County-owned CHD offices and buildings and for all furnishings and equipment in CHD offices through either a self-insurance program or insurance purchased by the County.

c. All vehicles will be transferred to the ownership of the County and registered as County vehicles. The County shall ensure insurance coverage for these vehicles is available through either a self-insurance program or insurance purchased by the County. All vehicles will be used solely for CHD operations. Vehicles purchased through the County Health Department Trust Fund shall be sold at fair market value when they are no longer needed by the CHD and the proceeds returned to the County Health Department Trust Fund.

8. TERMINATION.

a. Termination at Will. This contract may be terminated by either party without cause upon no less than one-hundred eighty (180) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

b. Termination Because of Lack of Funds. In the event funds to finance this contract become unavailable, either party may terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

c. Termination for Breach. This contract may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this contract, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2022, it is agreed that the performance and payment under this contract are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

b. Contract Managers. The name and address of the contract managers for the parties under this contract are as follows:

For the State:	For the County:
Tiffany Collins	Randy Vosburg
Name	Name
Interim Administrator	County Administrator
Title	Title
7205 S. George Blvd.	600 South Commerce Ave.
Sebring, FL 33875	Sebring, FL 33870
Address	Address
(863) 386-6040	(863) 402-6517
Telephone	Telephone

If different contract managers are designated after execution of this contract, the name, address and telephone number of the new representative shall be furnished in writing to the other parties and attached to originals of this contract.

c. Captions. The captions and headings contained in this contract are for the convenience of the parties only and do not in any way modify, amplify, or give additional notice of the provisions hereof.

In WITNESS THEREOF, the parties hereto have caused this 19 page contract, with its attachments as referenced, including Attachment I (two pages), Attachment II (six pages), Attachment III (one page), Attachment IV (one page), and Attachment V (one page), to be executed by their undersigned officials as duly authorized effective the 1st day of October, 2021.

BOARD OF COUNTY COMMISSIONERS FOR HIGHLANDS COUNTY

SIGNED BY: _____

NAME: Scott Kirouac

TITLE: Chairman

DATE: _____

ATTESTED TO:

SIGNED BY: _____

NAME: Sherry Sutphen

TITLE: County Attorney

DATE: _____

STATE OF FLORIDA DEPARTMENT OF HEALTH

SIGNED BY: _____

NAME: Scott A. Rivkees, MD

TITLE: State Surgeon General

DATE: _____

SIGNED BY: Tiffany Collins

NAME: Tiffany L. Collins

TITLE: CHD Interim Administrator

DATE: 8/31/21

ATTACHMENT I

HIGHLANDS COUNTY HEALTH DEPARTMENT

PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS

Some health services must comply with specific program and reporting requirements in addition to the Personal Health Coding Pamphlet (DHP 50-20), Environmental Health Coding Pamphlet (DHP 50-21) and FLAIR requirements because of federal or state law, regulation or rule. If a county health department is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

	Service	Requirement
1.	Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2.	Dental Health	Periodic financial and programmatic reports as specified by the program office.
3.	Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4.	Healthy Start/ Improved Pregnancy Outcome	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Coalitions in contract with each county health department.
5.	Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, et seq., 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP): Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6.	Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the Immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-615) and Rule 64D-3.046, F.A.C. In addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

		levels as documented in Florida SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7.	Environmental Health	Requirements as specified in Environmental Health Programs Manual 150-4* and DHP 50-21*
8.	HIV/AIDS Program	Requirements as specified in F.S. 384.25 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140. Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
9.	School Health Services	Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0056, F.S. 381.0057, F.S. 402.3026 and F.A.C. 64F-6.
10.	Tuberculosis	Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
11.	General Communicable Disease Control	Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
12.	Refugee Health Program	Programmatic and financial requirements as specified by the program office.

*or the subsequent replacement if adopted during the contract period.

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

PART I. PLANNED USE OF COUNTY HEALTH DEPARTMENT TRUST FUND BALANCES

		Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1.	CHD Trust Fund Ending Balance 09/30/21	302800	399798	702598
2.	Drawdown for Contract Year October 1, 2021 to September 30, 2022	-163783	0	-163783
3.	Special Capital Project use for Contract Year October 1, 2021 to September 30, 2022	0	0	0
4.	Balance Reserved for Contingency Fund October 1, 2021 to September 30, 2022	139017	399798	538815

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects, and mobile health vans.

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2021 to September 30, 2022

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
1. GENERAL REVENUE - STATE						
015040	CHD - TB COMMUNITY PROGRAM	21,071	0	21,071	0	21,071
015040	DENTAL SPECIAL INITIATIVE PROJECTS	6,798	0	6,798	0	6,798
015040	EPIDEMIOLOGY SURVEILLANCE GENERAL REVENUE	79,035	0	79,035	0	79,035
015040	FAMILY PLANNING GENERAL REVENUE	37,159	0	37,159	0	37,159
015040	MIGRANT LABOR CAMP SANITATION	60,668	0	60,668	0	60,668
015040	PRIMARY CARE PROGRAM	267,314	0	267,314	0	267,314
015040	RACIAL & ETHNIC DISPARITIES - CHD EXPENSES	75,000	0	75,000	0	75,000
015040	SCHOOL HEALTH SERVICES - GENERAL REVENUE	94,866	0	94,866	0	94,866
015050	CHD GENERAL REVENUE NON-CATEGORICAL	1,369,615	0	1,369,615	0	1,369,615
GENERAL REVENUE TOTAL		2,011,526	0	2,011,526	0	2,011,526
2. NON GENERAL REVENUE - STATE						
015010	ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	3,880	0	3,880	0	3,880
NON GENERAL REVENUE TOTAL		3,880	0	3,880	0	3,880
3. FEDERAL FUNDS - STATE						
007000	WIC BREASTFEEDING PEER COUNSELING PROG	67,518	0	67,518	0	67,518
007000	COMPREHENSIVE COMMUNITY CARDIO - PHBG	43,654	0	43,654	0	43,654
007000	FAMILY PLANNING TITLE X - GRANT	44,655	0	44,655	0	44,655
007000	IMMUNIZATION ACTION PLAN	8,540	0	8,540	0	8,540
007000	MCH SPECIAL PROJCT DENTAL	14,554	0	14,554	0	14,554
007000	MCH BLOCK GRANT FLORIDA'S HEALTHY BABIES	22,911	0	22,911	0	22,911
007000	MCH SPECIAL PROJECTS DENTAL	15,992	0	15,992	0	15,992
007000	BASE COMMUNITY PREPAREDNESS CAPABILITY	92,571	0	92,571	0	92,571
007000	BASE ENVIROMENTAL HEALTH	71,321	0	71,321	0	71,321
007000	REFUGEE HEALTH SCREENING REIMBURSEMENT ADMIN	540	0	540	0	540
007000	REFUGEE HEALTH SCREENING REIMBURSEMENT SERVICES	1,500	0	1,500	0	1,500
007000	WIC PROGRAM ADMINISTRATION	585,229	0	585,229	0	585,229
015075	SUPPLEMENTAL SCHOOL HEALTH	270,742	0	270,742	0	270,742
015075	REFUGEE HEALTH SCREENING REIMBURSEMENT SERVICES	958	0	958	0	958
FEDERAL FUNDS TOTAL		1,240,685	0	1,240,685	0	1,240,685
4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE						
001020	CHD STATEWIDE ENVIRONMENTAL FEES	128,749	0	128,749	0	128,749
001092	ON SITE SEWAGE DISPOSAL PERMIT FEES	203,540	0	203,540	0	203,540
001092	CHD STATEWIDE ENVIRONMENTAL FEES	1,649	0	1,649	0	1,649
001206	ON SITE SEWAGE DISPOSAL PERMIT FEES	15,803	0	15,803	0	15,803
001206	SANITATION CERTIFICATES (FOOD INSPECTION)	1,440	0	1,440	0	1,440
001206	SEPTIC TANK RESEARCH SURCHARGE	1,775	0	1,775	0	1,775
001206	PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	693	0	693	0	693
001206	DRINKING WATER PROGRAM OPERATIONS	1,512	0	1,512	0	1,512
001206	REGULATION OF BODY PIERCING SALONS	60	0	60	0	60
001206	TANNING FACILITIES	249	0	249	0	249

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

Part III, Sources of Contributions to County Health Department

October 1, 2021 to September 30, 2022

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
001206	ONSITE SEWAGE TRAINING CENTER	1,851	0	1,851	0	1,851
001206	TATTO PROGRAM ENVIRONMENTAL HEALTH	536	0	536	0	536
001206	MOBILE HOME & RV PARK FEES	3,273	0	3,273	0	3,273
FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL		361,130	0	361,130	0	361,130
5. OTHER CASH CONTRIBUTIONS - STATE:						
		0	0	0	0	0
090001	DRAW DOWN FROM PUBLIC HEALTH UNIT	163,783	0	163,783	0	163,783
OTHER CASH CONTRIBUTION TOTAL		163,783	0	163,783	0	163,783
6. MEDICAID - STATE/COUNTY:						
001050	CHD CLINIC FEES	0	480	480	0	480
001057	CHD CLINIC FEES	0	38,727	38,727	0	38,727
001148	CHD CLINIC FEES	0	75,205	75,205	0	75,205
MEDICAID TOTAL		0	114,412	114,412	0	114,412
7. ALLOCABLE REVENUE - STATE:						
001009	CHD LOCAL ENVIRONMENTAL FEES	13	0	13	0	13
004010	CHD CLINIC FEES	3	0	3	0	3
031005	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	11,500	0	11,500	0	11,500
ALLOCABLE REVENUE TOTAL		11,516	0	11,516	0	11,516
8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE						
	ADAP	0	0	0	38,601	38,601
	PHARMACY DRUG PROGRAM	0	0	0	652	652
	WIC PROGRAM	0	0	0	1,783,130	1,783,130
	BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	11,929	11,929
	IMMUNIZATIONS	0	0	0	44,598	44,598
OTHER STATE CONTRIBUTIONS TOTAL		0	0	0	1,878,910	1,878,910
9. DIRECT LOCAL CONTRIBUTIONS - BCC/TAX DISTRICT						
008005	CHD LOCAL REVENUE & EXPENDITURES	0	256,535	256,535	0	256,535
008040	CHD LOCAL REVENUE & EXPENDITURES	0	65,000	65,000	0	65,000
DIRECT COUNTY CONTRIBUTIONS TOTAL		0	321,535	321,535	0	321,535
10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY						
001077	CHD CLINIC FEES	0	130,915	130,915	0	130,915
001077	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	200	200	0	200
001094	CHD LOCAL ENVIRONMENTAL FEES	0	174,990	174,990	0	174,990
001110	VITAL STATISTICS CERTIFIED RECORDS	0	95,000	95,000	0	95,000
FEES AUTHORIZED BY COUNTY TOTAL		0	401,105	401,105	0	401,105
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY						
001029	CHD CLINIC FEES	0	34,035	34,035	0	34,035
001029	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	2,200	2,200	0	2,200
001054	CHD CLINIC FEES	0	3,160	3,160	0	3,1

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2021 to September 30, 2022

		State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
001054	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	186	186	0	186
001090	CHD CLINIC FEES	0	9,474	9,474	0	9,474
001090	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	9,000	9,000	0	9,000
005000	CHD CLINIC FEES	0	50	50	0	50
008050	SCHOOL HEALTH CLINICS FUNDED BY SCHOOL BOARD	0	213,070	213,070	0	213,070
010300	STATE UNDERGROUND PETROLEUM RESPONSE ACT	0	3,133	3,133	0	3,133
010300	MIGRANT LABOR HOUSING INSPECTION H-2A PROGRAM	0	43,000	43,000	0	43,000
010500	CHD CLINIC FEES	0	42	42	0	42
090002	DRAW DOWN FROM PUBLIC HEALTH UNIT	0	0	0	0	0
OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL		0	317,350	317,350	0	317,350
12. ALLOCABLE REVENUE - COUNTY						
001009	CHD LOCAL ENVIRONMENTAL FEES	0	12	12	0	12
004010	CHD CLINIC FEES	0	3	3	0	3
031005	GENERAL CLINIC RABIES SERVICES & DRUG PURCHASES	0	11,500	11,500	0	11,500
COUNTY ALLOCABLE REVENUE TOTAL		0	11,515	11,515	0	11,515
13. BUILDINGS - COUNTY						
	ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	0	0
	OTHER (Specify)	0	0	0	0	0
	UTILITIES	0	0	0	53,522	53,522
	BUILDING MAINTENANCE	0	0	0	91,527	91,527
	GROUNDS MAINTENANCE	0	0	0	25,196	25,196
	INSURANCE	0	0	0	0	0
	OTHER (Specify)	0	0	0	0	0
	OTHER (Specify)	0	0	0	0	0
BUILDINGS TOTAL		0	0	0	170,245	170,245
14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY						
	EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
	VEHICLE INSURANCE	0	0	0	0	0
	VEHICLE MAINTENANCE	0	0	0	0	0
	OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
	OTHER COUNTY CONTRIBUTION (SPECIFY)	0	0	0	0	0
OTHER COUNTY CONTRIBUTIONS TOTAL		0	0	0	0	0
GRAND TOTAL CHD PROGRAM		3,792,520	1,165,917	4,958,437	2,049,155	7,007,592

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

Part III: Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2021 to September 30, 2022

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan 1st	2nd	3rd	4th	State	County	Grand Total
				(Whole dollars only)						
A. COMMUNICABLE DISEASE CONTROL:										
IMMUNIZATION (101)	2.06	212	292	58,584	50,227	58,584	50,227	122,158	95,464	217,622
SEXUALLY TRANS. DIS. (102)	1.57	464	710	35,448	30,392	35,448	30,391	78,266	53,413	131,679
HIV/AIDS PREVENTION (03A1)	0.03	0	44	881	755	881	756	2,710	563	3,273
HIV/AIDS SURVEILLANCE (03A2)	0.00	0	0	0	0	0	0	0	0	0
HIV/AIDS PATIENT CARE (03A3)	0.01	0	0	259	222	259	222	764	198	962
ADAP (03A4)	0.00	0	0	0	0	0	0	0	0	0
TUBERCULOSIS (104)	0.44	224	308	10,721	9,192	10,721	9,192	28,214	11,612	39,826
COMM. DIS. SURV. (106)	2.75	0	200	69,671	59,733	69,671	59,734	258,809	0	258,809
HEPATITIS (109)	0.00	0	0	162	139	162	138	508	93	601
PREPAREDNESS AND RESPONSE (116)	1.13	0	54	29,693	25,458	29,693	25,458	110,302	0	110,302
REFUGEE HEALTH (118)	0.06	9	18	1,324	1,135	1,324	1,136	3,922	997	4,919
VITAL RECORDS (180)	1.21	8,182	24,764	23,156	19,852	23,156	19,852	0	86,016	86,016
COMMUNICABLE DISEASE SUBTOTAL	9.26	9,091	26,390	229,899	197,105	229,899	197,106	605,653	248,356	854,009
B. PRIMARY CARE:										
CHRONIC DISEASE PREVENTION PRO (210)	1.77	361	194	54,771	46,958	54,771	46,957	192,965	10,492	203,457
WIC (21W1)	10.21	4,156	27,918	200,920	172,260	200,920	172,260	746,360	0	746,360
TOBACCO USE INTERVENTION (212)	0.00	0	0	0	0	0	0	0	0	0
WIC BREASTFEEDING PEER COUNSELING (21W2)	1.41	0	1,293	24,143	20,699	24,143	20,700	89,685	0	89,685
FAMILY PLANNING (223)	4.35	611	1,131	105,113	90,119	105,113	90,119	249,148	141,316	390,464
IMPROVED PREGNANCY OUTCOME (225)	0.00	0	0	0	0	0	0	0	0	0
HEALTHY START PRENATAL (227)	0.00	0	0	0	0	0	0	0	0	0
COMPREHENSIVE CHILD HEALTH (229)	0.40	433	433	9,091	7,794	9,091	7,795	7,995	25,776	33,771
HEALTHY START CHILD (231)	0.00	0	0	0	0	0	0	0	0	0
SCHOOL HEALTH (234)	14.79	0	188,378	260,057	222,962	260,057	222,962	747,468	218,570	966,038
COMPREHENSIVE ADULT HEALTH (237)	6.75	1,306	3,142	152,504	130,750	152,504	130,749	331,677	234,830	566,507
COMMUNITY HEALTH DEVELOPMENT (238)	0.07	0	0	6,616	5,672	6,616	5,672	24,576	0	24,576
DENTAL HEALTH (240)	1.75	905	921	50,093	42,947	50,093	42,947	115,603	70,477	186,080
PRIMARY CARE SUBTOTAL	41.50	7,772	223,410	863,308	740,161	863,308	740,161	2,505,477	701,461	3,206,938
C. ENVIRONMENTAL HEALTH:										
Water and Onsite Sewage Programs										
COSTAL BEACH MONITORING (347)	0.00	0	0	0	0	0	0	0	0	0
LIMITED USE PUBLIC WATER SYSTEMS (357)	0.46	202	426	9,814	8,414	9,814	8,414	29,565	6,891	36,456
PUBLIC WATER SYSTEM (358)	0.02	0	0	452	388	452	387	1,679	0	1,679
PRIVATE WATER SYSTEM (359)	0.10	11	11	1,855	1,590	1,855	1,590	0	6,890	6,890
ONSITE SEWAGE TREATMENT & DISPOSAL (361)	5.40	1,342	2,800	110,206	94,486	110,206	94,486	325,113	84,271	409,384
Group Total	5.98	1,555	3,237	122,327	104,878	122,327	104,877	356,357	98,052	454,409
Facility Programs										
TATTOO FACILITY SERVICES (344)	0.10	57	31	2,275	1,951	2,275	1,951	8,452	0	8,452
FOOD HYGIENE (348)	0.60	115	267	12,350	10,588	12,350	10,589	41,376	4,501	45,877

ATTACHMENT II

HIGHLANDS COUNTY HEALTH DEPARTMENT

Part III, Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service

October 1, 2021 to September 30, 2022

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan 1st	2nd	3rd	4th (Whole dollars only)	State	County	Grand Total
BODY PIERCING FACILITIES SERVICES (349)	0.01	5	5	229	196	229	195	849	0	849
GROUP CARE FACILITY (351)	0.09	55	70	2,141	1,836	2,141	1,835	5,203	2,750	7,953
MIGRANT LABOR CAMP (352)	2.66	259	1,709	56,482	48,425	56,482	48,424	124,810	85,003	209,813
HOUSING & PUB. BLDG. (353)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARK (354)	0.29	111	131	5,957	5,107	5,957	5,107	17,038	5,090	22,128
POOLS/BATHING PLACES (360)	0.62	155	395	12,909	11,068	12,909	11,069	38,054	9,901	47,955
BIOMEDICAL WASTE SERVICES (364)	0.42	193	232	8,946	7,669	8,946	7,669	25,845	7,385	33,230
TANNING FACILITY SERVICES (369)	0.02	10	13	420	360	420	361	1,276	285	1,561
Group Total	4.81	960	2,853	101,709	87,200	101,709	87,200	262,903	114,915	377,818
Groundwater Contamination										
STORAGE TANK COMPLIANCE SERVICES (355)	0.00	0	0	0	0	0	0	0	0	0
SUPER ACT SERVICES (356)	0.38	3	88	8,271	7,091	8,271	7,092	27,592	3,133	30,725
Group Total	0.38	3	88	8,271	7,091	8,271	7,092	27,592	3,133	30,725
Community Hygiene										
COMMUNITY ENVIR. HEALTH (345)	0.02	0	88	686	588	686	589	2,549	0	2,549
INJURY PREVENTION (346)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (350)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0	0	0	0	0	0	0
SANITARY NUISANCE (365)	0.06	141	56	1,223	1,048	1,223	1,048	4,542	0	4,542
RABIES SURVEILLANCE (366)	0.00	0	0	0	0	0	0	0	0	0
ARBORVIRUS SURVEIL. (367)	0.00	0	0	0	0	0	0	0	0	0
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	34	29	34	30	127	0	127
INDOOR AIR (371)	0.00	0	0	20	17	20	16	73	0	73
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
Group Total	0.08	141	144	1,963	1,682	1,963	1,683	7,291	0	7,291
ENVIRONMENTAL HEALTH SUBTOTAL	11.25	2,659	6,322	234,270	200,851	234,270	200,852	654,143	216,100	870,243
D. NON-OPERATIONAL COSTS:										
NON-OPERATIONAL COSTS (599)	0.00	0	0	0	0	0	0	0	0	0
ENVIRONMENTAL HEALTH SURCHARGE (399)	0.00	0	0	7,335	6,289	7,335	6,288	27,247	0	27,247
MEDICAID BUYBACK (611)	0.00	0	0	0	0	0	0	0	0	0
NON-OPERATIONAL COSTS SUBTOTAL	0.00	0	0	7,335	6,289	7,335	6,288	27,247	0	27,247
TOTAL CONTRACT	62.01	19,522	256,122	1,334,812	1,144,406	1,334,812	1,144,407	3,792,520	1,165,917	4,958,437

ATTACHMENT III

HIGHLANDS COUNTY HEALTH DEPARTMENT

CIVIL RIGHTS CERTIFICATE

The applicant provides this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, DH Forms 946 A and B (or the subsequent replacement if adopted during the contract period), if so requested by the department.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000 Et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.

3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.

5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.

6. All regulations, guidelines and standards lawfully adopted under the above statutes. The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contracts, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

Attachment IV

Fiscal Year - 2021 - 2022

Highlands County Health Department

Facilities Utilized by the County Health Department

Complete Location (Street Address, City, Zip)	Facility Description And Offical Building Name (if applicable) (Admin, Clinic, Envn Hlth, etc.)	Lease/ Agreement Number	Type of Agreement (Private Lease thru State or County, other - please define)	Complete Legal Name of Owner	SQ Feet	Employee Count (FTE/OPS/ Contract)
7205 South George Blvd Sebring, Florida 33875	Department of Health in Highlands County Main Site	028:9003	County Core Contract	Highlands County Board of County Commissioners	21,320	59.3
106 N. Main Avenue Lake Placid, Florida 33852	Department of Health in Highlands County CHD Annex - Lake Placid	028:9002	County Core Contract	Highlands County Board of County Commissioners	7,060	0
400 South Lake Avenue Avon Park, Florida 33825	Department of Health in Highlands County CHD Annex - Avon Park	028:9005	County Core Contract	Highlands County Board of County Commissioners	5,250	0.6
501 South Commerce Avenue Sebring Florida 33870	Highlands County Annex - Sebring	028:9006	County Core Contract	Board of County Commissioners	586	8

Facility *- a fixed site managed by DOH/CHD personnel for the purpose of providing or supporting public health services. Includes county-owned, state-owned, and leased facilites. Includes DOH/CHD warehouse and administrative sites. Includes facilities managed by DOH/CHD that may be shared with other organizations. Does not include schools, jails or other facilities where DOH/CHD staff are out-posted or sites where services are provided on an episodic basis.*

ATTACHMENT V
HIGHLANDS COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

CONTRACT YEAR	STATE	COUNTY	TOTAL
2020-2021*	$ 0	$ 0	$ 0
2021-2022**	$ 0	$ 1393806	$ 1393806
2022-2023***	$ 0	$ 0	$ 0
2023-2024***	$ 0	$ 0	$ 0
PROJECT TOTAL	$ 0	$ 1393806	$ 1393806

SPECIAL PROJECTS CONSTRUCTION/RENOVATION PLAN

PROJECT NUMBER: _____

PROJECT NAME: _____

LOCATION/ADDRESS: _____

PROJECT TYPE:

NEW BUILDING	____	ROOFING	____
RENOVATION	____	PLANNING STUDY	____
NEW ADDITION	X	OTHER	____

SQUARE FOOTAGE: 0

PROJECT SUMMARY: *Describe scope of work in reasonable detail.*
Project balance of DOH-Highlands Special Project Fund as of 9/30/2021.

START DATE *(Initial expenditure of funds)*
:

COMPLETION DATE:

DESIGN FEES: $ 0

CONSTRUCTION COSTS: $ 0

FURNITURE/EQUIPMENT: $ 0

TOTAL PROJECT COST: $ 1393806

COST PER SQ FOOT: $ 0

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects and mobile health vans.

* Cash balance as of 9/30/21
** Cash to be transferred to FCO account.
*** Cash anticipated for future contract years.

HIGHLANDS COUNTY HEALTH DEPARTMENT (HCHD) FEE SCHEDULE FY 2021-2022

NOTE: Fees for HCHD enrolled clients are based on their financial eligibility determination and are adjusted accordingly. Non-HCHD clients pay at 100%

			A	B	C	D	E	F	G	PERVIOUS FEES	PRICE CHANGE
	Office Visit (OV) NEW (plus individual labs)	**CPT CODES**	**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
02,03,23,25,29,37	- Problem/Focused	99201	0.00	7.82	15.18	23.00	30.82	38.18	46.00	46.00	-
02,03,23,25,29,37	- Expanded Problem	99202	0.00	12.92	25.08	38.00	50.92	63.08	76.00	76.00	-
02,03,23,25,29,37	- Detailed Low	99203	0.00	18.53	35.97	54.50	73.03	90.47	109.00	109.00	-
02,03,23,25,29,37	- Comprehensive Hx & Exam	99204	0.00	28.22	54.78	83.00	111.22	137.78	166.00	166.00	-
	Office Visit (OV) Established (plus individual labs)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
02,03,23,25,29,37	- Minimal	99211	0.00	3.74	7.26	11.00	14.74	18.26	22.00	22.00	-
02,03,23,25,29,37	- Problem Focused	99212	0.00	7.65	14.85	22.50	30.15	37.35	45.00	45.00	-
02,03,23,25,29,37	- Expanded Prob Focused	99213	0.00	12.58	24.42	37.00	49.58	61.42	74.00	74.00	-
02,03,23,25,29,37	- Detailed Hx and Exam	99214	0.00	18.53	35.97	54.50	73.03	90.47	109.00	109.00	-
	Adult Physical Exam (Initial)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
37	Phy Initial Eval age 18-39 years	99385	0.00	29.75	57.75	87.50	117.25	145.25	175.00	175.00	-
37	Phy Initial Eval age 40-64 years	99386	0.00	32.13	62.37	94.50	126.63	156.87	189.00	189.00	-
	Adult Physical Exam (Periodic)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
37	Phy periodic Eval age 18-39 years	99395	0.00	24.51	47.59	72.10	96.61	119.69	144.20	144.20	-
37	Phy periodic Eval age 40-64 years	99396	0.00	26.89	52.21	79.10	105.99	131.31	158.20	158.20	-
	DOT Physical										
37	DOT Physical (Department of Transportation) **FLAT FEE**	99385/99386							150.00	150.00	-
	99385 (18-39) and 99386 (40-64) DOT physicals not eligible for sliding fee schedule										-
	Exams - Medicare Visit		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
37	Phy Initial Eval over 65 - (IPPE)	GO402	0.00	28.90	55.11	83.50	111.89	138.61	167.00	167.00	-
37	Phy Initial Annual Wellness Eval over 65 - (PPS)	GO438	0.00	29.41	57.09	86.50	115.91	143.59	173.00	173.00	-
37	Phy Subsequence Annual Wellness Eval over 65	GO439	0.00	19.89	38.61	58.50	78.39	97.11	117.00	117.00	-
	Program Services		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
02,03,04,23,25,37	HIV Counseling, 15 minutes	99401	0.00	5.91	11.48	17.40	23.31	28.88	34.79	34.79	-
02,03,04,23,25,37	HIV Counseling, 30 minutes	99402	0.00	9.17	17.81	26.98	36.15	44.79	53.96	53.96	-
03,04	TB Risk Factor Assessment & PPD **FLAT FEE**	85680							25.00	25.00	-
03,04	TB Risk Factor Assessment with Quantiferon Gold **FLAT FEE**								37.50	37.50	-
LOCAL CODE	LTBI clinic visit	99211	0.00	3.74	7.26	11.00	14.74	18.26	22.00	22.00	-
37	College Physical **FLAT FEE**								45.00	45.00	-
29	School Entry Physical **FLAT FEE**								25.00	25.00	-
29,37	Sports Physical **FLAT FEE**								25.00	25.00	-
37	Screening Pelvic and Clinical Breast Exam - Medicare **FLAT FEE**	G0101							39.25	39.25	-
29,37	Impacted cerumen	99211	0.00	3.74	7.26	11.00	14.74	18.26	22.00	22.00	-
29,37	Cerumen Removal with Instrument	69210	0.00	8.16	15.84	24.00	32.16	39.84	48.00	48.00	-
25,29,37	Suture removal	99211	0.00	3.74	7.26	11.00	14.74	18.26	22.00	22.00	-
29,37	I & D Simple SQ (abcess, cyst)	10060	0.00	20.34	39.48	59.82	80.15	99.29	119.63	119.63	-
23,37	I & D Bartholin Abcess Drainage	56420	0.00	23.39	45.39	68.78	92.17	114.17	137.56	137.56	-
29,37	Nebulizer Treatment	94640	0.00	3.00	5.82	8.82	11.82	14.64	17.64	17.64	-
29,37	Foreign Body Removal, Skin Simple	10120	0.00	25.90	50.28	76.19	102.09	126.47	152.37	152.37	-
	IMMUNIZATIONS (Adult)	**CPT Codes**				**IMMS Services are NOT based on a sliding fee scale.**					
LOCAL CODE	RN Immunization Travel Immunization evaluation **FLAT FEE**	99211							25.00	25.00	-
	Administration Fee								20.00	20.00	-
	Additional Administration Fee								10.00	10.00	-
	Influenza Adult Plus Admin. Fee								43.96	43.96	-
	Influenza High dose (65 yrs and up) (Price locked in for one year) plus Admin. Fee								43.96	43.96	-
	Hepatitis B (contracted cost for Highlands County employees) plus Admin. Fee								42.89	42.89	-
	RABIES VACCINE (cost plus 30%) - Pre Exposure	90675				**At cost**					
	RABIES VACCINE (cost + $15) - Post Exposure	90675				**At cost**					
	Rabie Immune Globulin (cost)	90375				**At cost**					
Family Planning uses different eligibility criteria for participating clients. The fee scale is adjusted accordingly.											
			A	**B**	**C**	**D**	**E**	**F**	**G**		
			0%	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
	FAMILY PLANNING (Including Lab)										
23	RN FP Counseling with Supply - **CPT Code 99211 (Include EC)**		0.00	3.81	7.40	11.21	15.02	18.61	22.42	22.42	-
23	RN FP Counseling without Supply - **CPT Code 99403 (Include PT)**		0.00	10.70	20.76	31.46	42.16	52.22	62.92	62.92	-
23/J7300/J7302	IUD Couseling (include labs) - **CPT Code 99403**		0.00	10.70	20.76	31.46	42.16	52.22	62.92	62.92	-
23	IUD insertion - **CPT Code 58300**		0.00	21.25	41.25	62.50	83.75	103.75	125.00	125.00	-
23	IUD Removal - **CPT Code 58301**		0.00	16.50	32.02	48.52	65.01	80.53	97.03	97.03	-
23/J7307	Nexplanon Insertion - **CPT Code 11981**		0.00	24.70	47.96	72.66	97.36	120.62	145.32	145.32	-
23	Nexplanon Removal - **CPT Code 11982**		0.00	27.46	53.30	80.76	108.22	134.06	161.52	161.52	-
23	Nexplanon Removal with Re-insertion **CPT Code 11983**		0.00	40.40	78.42	118.83	159.23	197.25	237.65	237.65	-
	Family Planning Exam (Initial)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
23	Family Planning Initial Exam age 12 - 17 years old	99384	0.00	18.71	36.32	55.04	73.75	91.36	110.07	110.07	-

23	Family Planning Initial Exam age 18-39 years	99385	0.00	20.28	39.36	59.64	79.91	98.99	119.27	119.27	-
23	Family Planning Initial Exam age 40-64 years	99386	0.00	23.54	45.69	69.23	92.77	114.92	138.46	138.46	-
	Family Planning Exam (Periodic)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
23	Family Planning Initial Exam age 12-17 years	99394	0.00	17.93	34.80	52.73	70.65	87.52	105.45	105.45	-
23	Family Planning Initial Exam age 18-39 years	99395	0.00	18.31	35.54	53.85	72.15	89.38	107.69	107.69	-
23	Family Planning Initial Exam age 40-64 years	99396	0.00	19.51	37.86	57.37	76.88	95.23	114.74	114.74	-
	Sterilization		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
23	Vasectomy Counseling and Referral/Purchase Order		0.00	76.50	148.50	225.00	301.50	373.50	450.00	450.00	-
23	Pre-Tubal Ligation Exam and Laproscopic Referral/Purchase Order		0.00	340.00	660.00	1000.00	1340.00	1660.00	2000.00	2,000.00	-
	Pre-Tubal Ligation Exam and Bi-lateral (open) Referral/Purchase Order		0.00	340.00	660.00	1000.00	1340.00	1660.00	2000.00	2,000.00	-
	Pharmaceuticals		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
23/J1050	Depo-Provera		0.00	4.85	9.41	14.25	19.10	23.66	28.50	28.5	-
23/J7297	Liletta		0.00	7.98	15.49	23.47	31.44	38.95	46.93	46.93	-
23/J7307	Nexplanon (340B Pricing)		0.00	67.83	131.67	199.50	267.33	331.17	399.00	399.00	-
23/J7302	Mirena (AT COST - will slide)		0.00	53.56	103.97	157.54	211.10	261.51	315.07	315.07	-
23/J7300	Paraguard		0.00	39.65	76.96	116.61	156.26	193.57	233.22	233.22	-
	Lab Corp Note: Lapcorp labs are all sent out; service is collected. No fees collected.										
	QUEST LABS Note: Cost plus 50%										
	STATE Lab Note: Charged at cost										
	In-House Tests (not part of office visit)		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
29,34,37	IH ECG		0.00	4.25	8.25	12.50	16.75	20.75	25.00	25.00	-
	DENTAL SERVICES:										
	DIAGNOSTIC		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**	**FEES**	
DXRAY	COPY OF X-RAYS ON USB/CD/FLASHDRIVE		0.00	2.04	3.96	6.00	8.04	9.96	12.00	12.00	-
D0120	PERIODIC ORAL EVALUATION		0.00	5.31	10.30	15.61	20.91	25.90	31.21	31.21	-
D0140	LIMITED ORAL EVALUATION		0.00	2.83	5.49	8.33	11.16	13.82	16.65	16.65	-
D0145	ORAL EVALUATION FOR PATIENT UNDER 3 YEARS OF AGE		0.00	5.66	10.99	16.65	22.30	27.63	33.29	33.29	-
D0150	COMPREHENSIVE ORAL EVALUATION		0.00	5.66	10.99	16.65	22.30	27.63	33.29	33.29	-
D0170	RE-EVALUATION, LIMITED, FOCUSED EST		0.00	4.25	8.25	12.50	16.75	20.75	25.00	25.00	-
D0180	COMPREHENSIVE PERIODONTAL EVALUATION		0.00	5.95	11.55	17.50	23.45	29.05	35.00	35.00	-
D0210	FMX WITH BITE WINGS		0.00	11.32	21.97	33.29	44.61	55.26	66.58	66.58	-
D0220	INTRAORAL-PERIAPICAL X-RAY, 1ST FILM		0.00	1.36	2.64	4.00	5.36	6.64	8.00	8.00	-
D0230	INTRAORAL PERIAPICAL X-RAY, EACH ADDITIONAL		0.00	1.06	2.06	3.12	4.18	5.18	6.24	6.24	-
D0240	INTRAORAL OCCLUSAL X-RAY		0.00	2.83	5.49	8.33	11.16	13.82	16.65	16.65	-
D0270	BITEWING XRAY, SINGLE		0.00	2.12	4.12	6.25	8.37	10.37	12.49	12.49	-
D0272	BITEWING XRAY, 2 FILMS		0.00	3.18	6.18	9.37	12.55	15.55	18.73	18.73	-
D0274	BITEWING XRAY, 4 FILMS		0.00	3.89	7.55	11.45	15.34	19.00	22.89	22.89	-
D0330	PANORAMIC X-RAY		0.00	10.61	20.60	31.22	41.83	51.82	62.43	62.43	-
D0460	PULP VITALITY TEST- INCLUDES MULTIPLE TEETH		0.00	2.38	4.62	7.00	9.38	11.62	14.00	14.00	-
	PREVENTATIVE		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D0470	DIAGNOSTIC CASTS		0.00	7.78	15.11	22.89	30.67	38.00	45.78	45.78	-
D1110	ADULT PROPHY (12+)		0.00	6.37	12.36	18.73	25.09	31.08	37.45	37.45	-
D1120	CHILD PROPHY		0.00	4.95	9.61	14.57	19.52	24.18	29.13	29.13	-
D1206	TOPICAL FLUORIDE VARNISH		0.00	3.89	7.55	11.45	15.34	19.00	22.89	22.89	-
D1330	ORAL HYGIENE INSTRUCTION		0.00	2.12	4.12	6.25	8.37	10.37	12.49	12.49	-
D1351	SEALANT-per tooth		0.00	4.60	8.93	13.53	18.12	22.45	27.05	27.05	-
D1310	NUTRITIONAL COUNSELING		0.00	2.55	4.95	7.50	10.05	12.45	15.00	15.00	-
D1320	TOBACCO COUNSELING		0.00	2.55	4.95	7.50	10.05	12.45	15.00	15.00	-
D1510	SPACE MAINTAINER-fixed-unilateral		0.00	25.47	49.44	74.91	100.37	124.34	149.81	149.81	-
D1515	SPACE MAINTAINER-fixed-bilateral		0.00	51.00	99.00	150.00	201.00	249.00	300.00	300.00	-
D1550	RECEMENT SPACE MAINTAINER		0.00	6.01	11.68	17.69	23.70	29.37	35.38	35.38	-
D1555	REMOVAL OF SPACE MAINTAINER-not originally placed		0.00	5.95	11.55	17.50	23.45	29.05	35.00	35.00	-
	RESTORATIVE		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D2140	AMALGAM 1 SURFACE- PRIMARY OR PERMANENT		0.00	10.97	21.29	32.26	43.22	53.54	64.51	64.51	-
D2150	AMALGAM 2 SURFACES- PRIMARY OR PERMANENT		0.00	14.50	28.16	42.66	57.16	70.82	85.32	85.32	-
D2160	AMALGAM 3 SURFACES- PRIMARY OR PERMANENT		0.00	18.04	35.02	53.06	71.10	88.08	106.12	106.12	-
D2161	AMALGAM 4 + SURFACES- PRIMARY OR PERMANENT		0.00	21.58	41.88	63.46	85.04	105.34	126.92	126.92	-
D2330	RESIN- ONE SURFACE, ANTERIOR		0.00	12.03	23.34	35.37	47.40	58.71	70.74	70.74	-
D2331	RESIN- TWO SURFACE, ANTERIOR		0.00	13.80	26.78	40.58	54.38	67.36	81.16	81.16	-
D2332	RESIN- THREE SURFACE, ANTERIOR		0.00	15.57	30.21	45.78	61.35	75.99	91.56	91.56	-
D2335	RESIN- 4+ SURFACES OR INCISAL ANGLE		0.00	25.47	49.44	74.91	100.37	124.34	149.81	149.81	-
D2390	RESIN- CROWN ANTERIOR		0.00	25.47	49.44	74.91	100.37	124.34	149.81	149.81	-
D2391	RESIN- 1 SURFACE, POST		0.00	10.97	21.29	32.26	43.22	53.54	64.51	64.51	-
D2392	RESIN- 2 SURFACE, POST		0.00	14.50	28.16	42.66	57.16	70.82	85.32	85.32	-
D2393	RESIN- 3 SURFACE, POST		0.00	18.04	35.02	53.06	71.10	88.08	106.12	106.12	-
D2394	RESIN- 4+ SURFACES, POST		0.00	21.58	41.88	63.46	85.04	105.34	126.92	126.92	-
	CROWN AND BRIDGE		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D2510	INLAY-METALLIC ONE SURFACE		0.00	85.00	165.00	250.00	335.00	415.00	500.00	500.00	-

D2520	INLAY-METALLIC TWO SURFACE		0.00	89.25	173.25	262.50	351.75	435.75	525.00	525.00	-
D2530	INLAY-METALLIC THREE+ SURFACE		0.00	93.50	181.50	275.00	368.50	456.50	550.00	550.00	-
D2542	ONLAY METALLIC TWO SURFACE		0.00	93.50	181.50	275.00	368.50	456.50	550.00	550.00	-
D2543	ONLAY METALLIC THREE SURFACE		0.00	97.75	189.75	287.50	385.25	477.25	575.00	575.00	-
D2544	ONLAY METALLIC FOUR+ SURFACE		0.00	102.00	198.00	300.00	402.00	498.00	600.00	600.00	-
D2610	INLAY, PORCELAIN/CERAMIC, ONE SURFACE		0.00	102.00	198.00	300.00	402.00	498.00	600.00	600.00	-
D2620	INLAY, PORCELAIN/CERAMIC, 2 SURFACES		0.00	106.25	206.25	312.50	418.75	518.75	625.00	625.00	-
D2630	INLAY, PORCELAIN/CERAMIC, 3 OR MORE SURFACES		0.00	112.20	217.80	330.00	442.20	547.80	660.00	660.00	-
D2710	CROWN-FULL RESIN -LAB		0.00	27.24	52.88	80.12	107.35	132.99	160.23	160.23	-
D2721	CROWN-RESIN WITH PRE BASE METAL		0.00	30.07	58.37	88.44	118.51	146.81	176.88	176.88	-
D2740	CROWN-FULL PROC		0.00	80.65	156.56	237.22	317.87	393.78	474.43	474.43	-
D2750	CROWN-PORCELAIN FUSED TO HIGH NOBLE METAL		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D2752	CROWN-PORC FUSED/NOBEL METAL		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D2790	CROWN-FULL CAST HIGH NOBLE METAL		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D2792	CROWN-FULL CAST NOBLE METAL		0.00	102.00	198.00	300.00	402.00	498.00	600.00	600.00	-
D2791	CROWN-FULL CAST BASE METAL		0.00	102.00	198.00	300.00	402.00	498.00	600.00	600.00	-
D2799	PROVISIONAL CROWN TO BE WORN ATLEAST 6 MONTHS		0.00	34.00	66.00	100.00	134.00	166.00	200.00	200.00	-
D2910	RECEMENT INLAY		0.00	11.90	23.10	35.00	46.90	58.10	70.00	70.00	-
D2915	RECEMENT CAST OR PREFABRICATED POST AND CORE		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
D2920	RECEMENT CROWN		0.00	6.01	11.68	17.69	23.70	29.37	35.38	35.38	-
D2930	STAINLESS STEEL CROWN-PRIMARY TOOTH		0.00	24.06	46.70	70.75	94.81	117.45	141.50	141.50	-
D2931	STAINLESS STEEL CROWN-PERMANENT TOOTH		0.00	24.06	46.70	70.75	94.81	117.45	141.50	141.50	-
D2932	PREFABRICATED RESIN CROWN		0.00	24.06	46.70	70.75	94.81	117.45	141.50	141.50	-
D2933	STAINLESS STEEL CROWN/RESIN WITH RESIN WINDOW		0.00	30.07	58.37	88.44	118.51	146.81	176.88	176.88	-
D2940	TEMP SEDATIVE RESTORATION		0.00	6.37	12.36	18.73	25.09	31.08	37.45	37.45	-
D2950	CORE BUILDUP WITH PINS		0.00	22.99	44.63	67.63	90.62	112.26	135.25	135.25	-
D2951	PIN RETENTION		0.00	0.71	1.37	2.08	2.79	3.45	4.16	4.16	-
D2952	CAST POST & CORE, IN ADD TO CROWN		0.00	18.75	36.39	55.14	73.89	91.53	110.28	110.28	-
D2954	PREFAB POST & CORE IN ADD TO CROWN		0.00	26.35	51.15	77.50	103.85	128.65	155.00	155.00	-
D2960	LABIAL VENEER (RESIN LAMINATE)-CHAIRSIDE		0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D2961	LABIAL VENEER (RESIN LAMINATE)-LABORATORY		0.00	79.90	155.10	235.00	314.90	390.10	470.00	470.00	-
D2962	VENEERS (LABIAL VENEER PROCELAIN LAMINATE LAB)		0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D2970	TEMP CRN AS IMMED. PROTECTION, NOT AS TEMP FOR PERM CRN FABRICATION		0.00	34.00	66.00	100.00	134.00	166.00	200.00	200.00	-
D2980	CROWN REPAIR BY REPORT		0.00	49.30	95.70	145.00	194.30	240.70	290.00	290.00	-
	ENDODONTICS		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D3110	PULP CAP-DIRECT		0.00	4.60	8.93	13.53	18.12	22.45	27.05	27.05	-
D3120	PULP CAP-INDIRECT		0.00	3.89	7.55	11.45	15.34	19.00	22.89	22.89	-
D3220	PULPOTOMY-PRI OR PERM		0.00	17.69	34.34	52.03	69.71	86.36	104.05	104.05	-
D3221	PULPAL DEB, PRI AND PERM		0.00	10.61	20.60	31.22	41.83	51.82	62.43	62.43	-
D3230	PULPAL THERAPY (RESORBABLE FILLING) ANT,PRI		0.00	26.53	51.50	78.03	104.56	129.53	156.06	156.06	-
D3240	PULPAL THERAPY (RESORBABLE FILLING) POST,PRIM		0.00	30.07	58.37	88.44	118.51	146.81	176.88	176.88	-
D3310	ANTERIOR ENDODONTICS		0.00	52.35	101.63	153.98	206.33	255.61	307.96	307.96	-
D3320	PREMOLAR ENDODONTICS		0.00	67.21	130.47	197.68	264.89	328.15	395.36	395.36	-
D3330	MOLAR ENDODONTICS		0.00	83.13	161.37	244.50	327.62	405.86	488.99	488.99	-
D3331	TREATMENT OF ROOT CANAL OBST;NON SURG		0.00	17.69	34.34	52.03	69.71	86.36	104.05	104.05	-
D3333	INTERAL ROOT REPAIR OF PERFORMATION DEFECTS		0.00	10.97	21.29	32.26	43.22	53.54	64.51	64.51	-
D3346	ENDODONTIC RETREATMENT-ANT		0.00	82.45	160.05	242.50	324.95	402.55	485.00	485.00	-
D3347	ENDODONTIC RETREATMENT-PREMOLA		0.00	91.80	178.20	270.00	361.80	448.20	540.00	540.00	-
D3348	ENDODONTIC RETREATMENT-MOLAR		0.00	117.30	227.70	345.00	462.30	572.70	690.00	690.00	-
D3351	APEXIFICATION-INITAL TREATMENT		0.00	29.71	57.68	87.40	117.11	145.08	174.79	174.79	-
D3352	APEXIFICATION-INTERIM TREATMENT		0.00	19.81	38.45	58.26	78.07	96.71	116.52	116.52	-
D3353	APEXIFICATION-FINAL VISIT		0.00	39.62	76.91	116.53	156.15	193.44	233.06	233.06	-
D3410	APICOECTOMY-ANTERIOR		0.00	26.53	51.50	78.03	104.56	129.53	156.06	156.06	-
D3430	RETROGRADE FILLING-PER ROOT		0.00	8.84	17.17	26.01	34.85	43.18	52.02	52.02	-
D3450	AMPUTATION		0.00	20.91	40.59	61.50	82.41	102.09	123.00	123.00	-
D3470	INTENTIONAL REMOVAL AND REPLANTATION WITH SPLINTING		0.00	51.00	99.00	150.00	201.00	249.00	300.00	300.00	-
	PERIODONTICS		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D4210	GINGIVOPLASTY/PER QUADRANT FOUR OR MORE TEETH		0.00	37.14	72.10	109.24	146.38	181.34	218.48	218.48	-
D4211	GINGICOPLASTY/1-3 TEETH IN QUAD OR SPACE		0.00	15.92	30.90	46.82	62.73	77.71	93.63	93.63	-
D4240	GINGIVAL FLAP PROCEDURE, INCLUDING ROOT PLANNING, 4 OR MORE TEETH		0.00	76.32	148.15	224.47	300.79	372.62	448.94	448.94	-
D4241	GINGIVAL FLAP PROCEDURE INCLUDING ROOT PLANING, 1-3 TEETH PER QUADRANT		0.00	48.59	94.32	142.91	191.50	237.23	285.82	285.82	-
D4249	CLINICAL CROWN LENGTHENING		0.00	59.50	115.50	175.00	234.50	290.50	350.00	350.00	-
D4260	OSSEOUS SURGERY (INCLUDING FLAP ENTRY AND CLOSURE) 4 or > CONTIGUOUS TE		0.00	40.33	78.28	118.61	158.94	196.89	237.22	237.22	-
D4261	OSSEOUS SURGERY (INCLUDING FLAP ENTRY AND CLOSURE) 1 to 3 CONTIGUOUS TE		0.00	34.00	66.00	100.00	134.00	166.00	200.00	200.00	-
D4271	FREE SOFT TISSUE GRAFT		0.00	68.00	132.00	200.00	268.00	332.00	400.00	400.00	-
D4321	PROVISIONAL SPLINTING-EXTRACORONAL		0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D4341	PER SCALING/ROOT PLANING-QUAD+4		0.00	7.08	13.73	20.81	27.89	34.54	41.62	41.62	-
D4342	PER SCALING PLAN QUAD 1-3		0.00	3.54	6.86	10.40	13.94	17.26	20.80	20.80	-

D4346	GENERALIZED SCALING		0.00	28.30	54.93	83.23	111.53	138.16	166.46	166.46	-
D4355	FULL MOUTH DEBRIDMENT		0.00	18.40	35.71	54.11	72.50	89.81	108.21	108.21	-
D4910	PERIDONTAL MAINTENANCE		0.00	13.60	26.40	40.00	53.60	66.40	80.00	80.00	-
D4999	UNSPECIFIED PERIODONTIST PROCEDURE		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
	PROSTHETICS		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D5110	COMPLETE DENTURE (MAXILLARY)		0.00	109.66	212.87	322.53	432.18	535.39	645.05	645.05	-
D5120	COMPLETE DENTURE (MANDIBULAR)		0.00	109.66	212.87	322.53	432.18	535.39	645.05	645.05	-
D5130	IMMEDIATE UPPER DENTURE		0.00	136.00	264.00	400.00	536.00	664.00	800.00	800.00	-
D5140	IMMEDIATE LOWER DENTURE		0.00	136.00	264.00	400.00	536.00	664.00	800.00	800.00	-
D5211	MAXILLARY PARTIAL DENTURE-RESI		0.00	58.37	113.30	171.67	230.04	284.97	343.34	343.34	-
D5212	MANDIBULAR PARTIAL DENTURE-RES		0.00	58.37	113.30	171.67	230.04	284.97	343.34	343.34	-
D5213	MAX PARTIAL DENTURE-CAST		0.00	111.43	216.30	327.73	439.15	544.02	655.45	655.45	-
D5214	MAN PARTIAL DENTURE-CAST		0.00	111.43	216.30	327.73	439.15	544.02	655.45	655.45	-
D5225	MAXILLARY PARTIAL DENTURE-FLEXIABLE BASE (INCLUDING ANY CLASPS, RESTS ANI		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D5226	MANDIBULAR PARTIAL DENTURE-FLEXIABLE BASE (INCLUDING ANY CLASPS, RESTS A		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D5410	ADJUST COMPLETE DENTURE,UPPER		0.00	4.95	9.61	14.57	19.52	24.18	29.13	29.13	-
D5411	COMPLETE DENTURE ADJUSTMENT, LOWER		0.00	4.95	9.61	14.57	19.52	24.18	29.13	29.13	-
D5421	PARTIAL DENTURE ADJUSTMENT, UPPER		0.00	4.95	9.61	14.57	19.52	24.18	29.13	29.13	-
D5422	PARTIAL DENTURE ADJUSTMENT, LOWER		0.00	4.95	9.61	14.57	19.52	24.18	29.13	29.13	-
D5510	REPAIR BROKEN COMPLETE DENTURE BASE		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D5520	REPLACE MISSING OR BROKEN TEETH-COMPLETE		0.00	13.80	26.78	40.58	54.38	67.36	81.16	81.16	-
D5610	REPAIR RESIN/PARTIAL BASE		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D5620	REPAIR CASE FRAMEWORK		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D5630	REPAIR OR REPLACE BROKEN CLASP		0.00	19.81	38.45	58.26	78.07	96.71	116.52	116.52	-
D5640	REPLACE BROKEN TOOTH (PER TOOTH)		0.00	13.80	26.78	40.58	54.38	67.36	81.16	81.16	-
D5650	ADD TOOTH TO EXIST PARTIAL DENTURE CLASP EXIST PARTIAL		0.00	14.86	28.84	43.70	58.55	72.53	87.39	87.39	-
D5660	ADD CLASP EXIST PARTIAL		0.00	18.40	35.71	54.11	72.50	89.81	108.21	108.21	-
D5670	REPLACE TEETH AND ACRYLIC MAXILLARY PARTIAL DENTURE		0.00	72.25	140.25	212.50	284.75	352.75	425.00	425.00	-
D5671	REPLACE TEETH AND ACRYLIC MANDIBULAR PARTIAL DENTURE		0.00	72.25	140.25	212.50	284.75	352.75	425.00	425.00	-
D5730	RELINE MAX DENTURE (CHAIRSIDE)		0.00	22.29	43.26	65.55	87.84	108.81	131.10	131.10	-
D5731	RELINE MAN COMPLETE (CHAIRSIDE)		0.00	22.29	43.26	65.55	87.84	108.81	131.10	131.10	-
D5740	RELINE MAX PART DENT (CHAIRSIDE)		0.00	22.29	43.26	65.55	87.84	108.81	131.10	131.10	-
D5741	RELINE MAN PART DENT (CHAIRSIDE)		0.00	22.29	43.26	65.55	87.84	108.81	131.10	131.10	-
D5750	RELINE MAX COMPLETE DENT (LAB)		0.00	39.97	77.59	117.57	157.54	195.16	235.13	235.13	-
D5751	RELINE MAN COMPLETE DENT (LAB)		0.00	39.97	77.59	117.57	157.54	195.16	235.13	235.13	-
D5760	RELINE MAX PART DENT (LAB)		0.00	39.97	77.59	117.57	157.54	195.16	235.13	235.13	-
D5761	RELINE MAN PART DENT (LAB)		0.00	39.97	77.59	117.57	157.54	195.16	235.13	235.13	-
D5820	INTERIM PARTIAL DENTURE MAX		0.00	38.91	75.53	114.45	153.36	189.98	228.89	228.89	-
D5821	INTERIM PARTIAL DENTURE MAN		0.00	38.91	75.53	114.45	153.36	189.98	228.89	228.89	-
D5850	MAXILLARY TISSUE CONDITIONING		0.00	21.25	41.25	62.50	83.75	103.75	125.00	125.00	-
D5851	MANDIBULAR TISSUE CONDITIONING		0.00	21.25	41.25	62.50	83.75	103.75	125.00	125.00	-
D5862	PRECISION ATTACHMENT BY REPORT		0.00	21.25	41.25	62.50	83.75	103.75	125.00	125.00	-
D5899	OPEN FACE CROWN FOR DENTURE		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D5982	SURGICAL STENT		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D5986	FLUORIDE GEL CARRIER		0.00	17.51	33.99	51.50	69.01	85.49	103.00	103.00	-
	IMPLANT		**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D6053	IMPLANT ABUTMENT SUPPORTED REMOVABLE DENTURE FOR COMPLETELY EDENTUI		0.00	144.50	280.50	425.00	569.50	705.50	850.00	850.00	-
D6054	IMPLANT ABUTMENT SUPPORTED REMOVABLE DENTURE FOR PARTIALLY EDENTULOI		0.00	144.50	280.50	425.00	569.50	705.50	850.00	850.00	-
D6055	DENTAL IMPLANT SUPPORT CONNECTING BAR		0.00	221.00	429.00	650.00	871.00	1079.00	1,300.00	1,300.00	-
D6056	PREFABRICATED ABUTMENT-INCLUDES PLACEMENT		0.00	68.00	132.00	200.00	268.00	332.00	400.00	400.00	-
D6057	CUSTOM ABUTMENT-INCLUDES PLACEMENT		0.00	85.00	165.00	250.00	335.00	415.00	500.00	500.00	-
D6058	ABUTMENT SUPPORTED PORCELAIN CERAMIC CROWN		0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6059	ABUTMENT SUPPORTED PORCELAIN FUSED TO METAL CROWN (HIGH NOBLE METAL)		0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6062	ABUTMENT SUPPORTED CAST METAL CROWN (HIGH NOBLE METAL)		0.00	110.50	214.50	325.00	435.50	539.50	650.00	650.00	-
D6068	ABUTMENT SUPPORTED RETAINER FOR PORCELAIN CERAMIC FPD		0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6069	ABUTMENT SUPPORTED RETAINER FOR PORCELAIN FUSED TO MATEL FPD (HIGH NOE		0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6072	ABUTMENT SUPPORTED RETAINER FOR CAST METAL FPD (HIGH NOBLE METAL)		0.00	110.50	214.50	325.00	435.50	539.50	650.00	650.00	-
D6078	IMPLANT ABUTMENT SUPPORTED FIXED DENTURE FOR COMPLETELY EDENTULOUS A		0.00	136.00	264.00	400.00	536.00	664.00	800.00	800.00	-
D6079	IMPLANT ABUTMENT SUPPORTED FIXED DENTURE FOR PARTIALLY EDENTULOUS ARC		0.00	136.00	264.00	400.00	536.00	664.00	800.00	800.00	-
D6090	REPAIR IMPLANT SUPPORTED PROSTHESIS, BY REPORT		0.00	29.75	57.75	87.50	117.25	145.25	175.00	175.00	-
D6091	REPLACEMENT OF SEMI PRECISION ATTACHMENT PER (PRECISION ATTACHMENT		0.00	76.50	148.50	225.00	301.50	373.50	450.00	450.00	-
D6092	RECEMENT IMPLANTABUTMENT SUPPORTED CROWN		0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
D6093	RECEMENT IMPLANT ABUTMENT SUPPORTED FIXED PARTIAL DENTURE		0.00	18.70	36.30	55.00	73.70	91.30	110.00	110.00	-
D6095	REPAIR IMPLANT ABUTMENT, BY REPORT		0.00	29.75	57.75	87.50	117.25	145.25	175.00	175.00	-
D6210	PONTIC-CAST HIGH NOBLE METAL		0.00	110.50	214.50	325.00	435.50	539.50	650.00	650.00	-
D6240	PONTIC-PORCELAIN FUSED TO HIGH NOBLE METAL		0.00	110.50	214.50	325.00	435.50	539.50	650.00	650.00	-
D6241	PONTIC-PORCELAIN FUSED TO BASE METAL		0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D6245	PONTIC-PORCELAIN/CERAMIC		0.00	68.00	132.00	200.00	268.00	332.00	400.00	400.00	-

D6545	RETAINER, CAST METAL FOR RESIN BONDED FIXED PROSTHESIS	0.00	68.00	132.00	200.00	268.00	332.00	400.00	400.00	-
D6548	RETAINER-PORCELAIN/CERAMIC FOR RESIN BONDED FIXED PROSTHESIS	0.00	136.00	264.00	400.00	536.00	664.00	800.00	800.00	-
D6721	RETAINER-PORCELAIN FUSED TO BASE METAL	0.00	119.00	231.00	350.00	469.00	581.00	700.00	700.00	-
D6750	RETAINER CROWN-PORCELAIN FUSED TO HIGH NOBLE METAL	0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6752	RETAINER CROWN-PORCELAIN FUSED TO NOBLE METAL	0.00	127.50	247.50	375.00	502.50	622.50	750.00	750.00	-
D6790	RETAINER CROWN FULL CAST HIGH NOBLE METAL	0.00	110.50	214.50	325.00	435.50	539.50	650.00	650.00	-
D6930	RECEMENT FIXED PARTIAL DENTURE	0.00	12.75	24.75	37.50	50.25	62.25	75.00	75.00	-
D6940	STRESS BREAKER	0.00	29.75	57.75	87.50	117.25	145.25	175.00	175.00	-
D6950	IMPLANT PRECISION ATTACHMENT	0.00	63.92	124.08	188.00	251.92	312.08	376.00	376.00	-
D6980	BRIDGE REPAIR BY REPORT	0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
	ORAL SURGERY	**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D7111	EXTRACTION DECIDUOUS TEETH	0.00	9.55	18.54	28.09	37.64	46.63	56.18	56.18	-
D7140	EXTRACTION,ERUPTED TOOTH OR EXPOSED ROOT	0.00	9.89	19.20	29.09	38.98	48.29	58.18	58.18	-
D7210	SURGICAL REMOVAL ERUPTED TOOTH	0.00	14.15	27.47	41.62	55.76	69.08	83.23	83.23	-
D7220	REMOVAL OF IMPACTION-SOFT TISSUE	0.00	21.93	42.57	64.51	86.44	107.08	129.01	129.01	-
D7230	REMOVAL OF IMPACTION-PART BONY	0.00	27.24	52.88	80.12	107.35	132.99	160.23	160.23	-
D7240	REMOVAL OF IMPACTION-COMP BONY	0.00	27.95	54.25	82.20	110.14	136.44	164.39	164.39	-
D7241	REMOVAL OF IMPACTION-DIFFICULT	0.00	29.01	56.31	85.32	114.32	141.62	170.63	170.63	-
D7250	SURGICAL REMOVAL RESIDUAL ROOT	0.00	19.10	37.08	56.18	75.28	93.26	112.36	112.36	-
D7260	ORANTAL FISTULA CLOSURE	0.00	59.43	115.36	174.79	234.22	290.15	349.58	349.58	-
D7270	TOOTH REPLANTATION AND STABILITY	0.00	9.55	18.54	28.09	37.64	46.63	56.18	56.18	-
D7280	SURGICAL EXPOSURE OF IMPACTED OR UNERUPTED-NOT TO BE EXTRACTED	0.00	48.11	93.39	141.50	189.61	234.89	283.00	283.00	-
D7285	BIOPSY OF ORAL TISSUE-HARD	0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D7286	BIOPSY OF ORAL TISSUE-SOFT	0.00	20.40	39.60	60.00	80.40	99.60	120.00	120.00	-
D7310	ALVELOPLASTY/EXTRACTION-FOUR OR MORE TEETH OR TOOTH SPACES, PER QUAD	0.00	15.92	30.90	46.82	62.73	77.71	93.63	93.63	-
D7311	ALVELOPLASTY/EXTRACTION-ONE TO THREE TEETH OR TOOTH SPACES, PER QUAD	0.00	22.10	42.90	65.00	87.10	107.90	130.00	130.00	-
D7320	ALVELOPLASTY/NO EXTRACT-FOUR OR MORE TEETH OR TOOTH SPACES,PER QUAD	0.00	19.81	38.45	58.26	78.07	96.71	116.52	116.52	-
D7321	ALVELOPLASTY/NO EXTRACT-ONE TO THREE TEETH OR TOOTH SPACES,PER QUAD	0.00	27.20	52.80	80.00	107.20	132.80	160.00	160.00	-
D7410	EXCISION OF BENIGN LESION UP TO 1.25 CM	0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D7411	EXCISION OF BENIGN LESION OVER 1.25 CM	0.00	34.00	66.00	100.00	134.00	166.00	200.00	200.00	-
D7450	REMOVAL ODONTOGENIC CYST<1.25 CM	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D7471	REMOVAL OF EXOSTOSIS	0.00	68.00	132.00	200.00	268.00	332.00	400.00	400.00	-
D7510	INCISION & DRAINAGE OF ABSCESS-INTRORAL SOFT	0.00	16.63	32.27	48.90	65.53	81.17	97.80	97.80	-
D7520	I & D OF ABCESS-EXTRORAL SOFT TISS	0.00	23.70	46.01	69.71	93.40	115.71	139.41	139.41	-
D7530	REMOVAL OF FOREIGN BODY FROM MUCOSA, SKIN, OR SUBCUTANEOUS	0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
D7540	REMOVAL OF REACTION PRODUCING FOREIGN BODIES, MUSCULOSKELETAL SYSTEM	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D7820	CLOSE REDUCTION TMJ DISLOCATION	0.00	10.54	20.46	31.00	41.54	51.46	62.00	62.00	-
D7880	OCCLUSAL ORTHOTIC DEVICE, BY REPORT	0.00	91.65	177.90	269.55	361.20	447.45	539.10	539.10	-
D7910	SUTURE SMAL WOUND >5 CM	0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
D7911	COMPLICATED SUTURE > 5 CM	0.00	44.20	85.80	130.00	174.20	215.80	260.00	260.00	-
D7960	FRENULECTOMY	0.00	34.00	66.00	100.00	134.00	166.00	200.00	200.00	-
D7970	EXCISION-HYPERPLASTIC TISSUE PER ARCH	0.00	29.71	57.68	87.40	117.11	145.08	174.79	174.79	-
D7971	EXCISION-PERICORONAL GINGIVAE ON IMPACTED OR PARTIALLY ERRUPTED	0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
	ORTHODONTICS	**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D8010	LIMITED ORTHO TREATMENT OF THE PRI DENTITION	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D8020	LIMITED ORTHO TREATMENT OF THE TRANSITIONAL DENTITION	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D8030	LIMITED ORTH TREATMENT OF THE ADOLESCENT DENTITION	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D8040	LIMITED ORTHO TREATMENT OF THE ADULT DENTITION	0.00	42.50	82.50	125.00	167.50	207.50	250.00	250.00	-
D8070	COMPREHENSIVE ORTHO TREATMENT-TRANS	0.00	510.00	990.00	1500.00	2010.00	2490.00	3,000.00	3,000.00	-
D8080	COMPREHENSIVE ORTHO TREATMENT-ADOLESCENT	0.00	544.00	1056.00	1600.00	2144.00	2656.00	3,200.00	3,200.00	-
D8090	COMPREHENSIVE ORTHO TREATMENT-ADULT DENT	0.00	595.00	1155.00	1750.00	2345.00	2905.00	3,500.00	3,500.00	-
D8210	REMOVALBE HABIT APPLIANCE	0.00	51.00	99.00	150.00	201.00	249.00	300.00	300.00	-
D8220	FIXED HABIT APPLIANCE	0.00	51.00	99.00	150.00	201.00	249.00	300.00	300.00	-
D8999	UNSPECIFIED ORTHODONTICS BY REPORT	0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
	MISCELLANEOUS	**0%**	**17%**	**33%**	**50%**	**67%**	**83%**	**100%**		
D9110	EMERGENCY / PALLIATIVE TREATMENT	0.00	10.20	19.80	30.00	40.20	49.80	60.00	60.00	-
D9120	FIXED PARTIAL DENTURE SECTIONING	0.00	17.00	33.00	50.00	67.00	83.00	100.00	100.00	-
D9210	LOCAL ANESTHESIA	0.00	1.70	3.30	5.00	6.70	8.30	10.00	10.00	-
D9212	TRIGEMINAL DIVISION BLOCK ANESTHESIA	0.00	1.70	3.30	5.00	6.70	8.30	10.00	10.00	-
D9215	LOCAL ANESTHESIA	0.00	1.70	3.30	5.00	6.70	8.30	10.00	10.00	-
D9220	GENERAL ANESTHESIA/FIRST 30 MIN	0.00	26.01	50.49	76.50	102.51	126.99	153.00	153.00	-
D9221	GENERAL ANTHESIA-EACH ADD.30 MIN	0.00	12.41	24.09	36.50	48.91	60.59	73.00	73.00	-
D9230	ANALGESIA - NITROUS OXIDE PER 15 minutes	0.00	9.92	19.26	29.19	39.11	48.45	58.37	58.37	-
D9310	PROFESSIONAL CONSULTATION	0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
D9430	OFFICE VISIT POST OPERATIVE (NO CHARGE)	0.00	0.00	0.00	0.00	0.00	0.00	-	-	-
D9440	OFFICE VISIT, AFTER REGULAR SCHEDULED HOURS	0.00	12.75	24.75	37.50	50.25	62.25	75.00	75.00	-
D9630	OTHER DRUGS AND/OR MEDICAMENTS, BY REPORT	0.00	1.87	3.63	5.50	7.37	9.13	11.00	11.00	-
D9910	DESENSITIZING MEDICATION PER VISIT	0.00	4.42	8.58	13.00	17.42	21.58	26.00	26.00	-

D9911	APPL OF DESENSITIZING RESIN FOR CERVICAL AND/OR ROOT SURFACE, PER TOOTH		0.00	4.42	8.58	13.00	17.42	21.58	26.00	26.00	-
D9920	BEHAVIOR MGT (15 MIN INCREMENTS)		0.00	8.49	16.48	24.97	33.46	41.45	49.94	49.94	-
D9930	POST SURGICAL COMPLICATIONS		0.00	10.20	19.80	30.00	40.20	49.80	60.00	60.00	-
D9940	OCCLUSAL GUARD IN HOUSE		0.00	11.05	21.45	32.50	43.55	53.95	65.00	65.00	-
D9940	OCCLUSAL GUARD OFF SITE LAB		0.00	55.25	107.25	162.50	217.75	269.75	325.00	325.00	-
D9941	FABRICATION-ATHLETIC MOUTHGUARD		0.00	12.75	24.75	37.50	50.25	62.25	75.00	75.00	-
D9942	REPAIR AND/OR RELINE OF OCCLUSAL GUARD		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
D9950	OCCLUSION ANALYSIS-MOUNTED CASE		0.00	12.75	24.75	37.50	50.25	62.25	75.00	75.00	-
D9951	OCCLUSAL ADJUSTMENT-LIMITED		0.00	5.10	9.90	15.00	20.10	24.90	30.00	30.00	-
D9952	COMPLETE OCCLUSAL ADJUSTMENT		0.00	51.00	99.00	150.00	201.00	249.00	300.00	300.00	-
D9971	ODONTOPLASTY 1-2 TEETH		0.00	2.55	4.95	7.50	10.05	12.45	15.00	15.00	-
D9972	BLEACHING, EXTERNAL PER ARCH		0.00	25.50	49.50	75.00	100.50	124.50	150.00	150.00	-
D9974	INTERNAL BLEACHING PER TOOTH		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
D9999	UNSPECIFIED BY REPORT		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
BLEACH	BLEACHING TUBE ONLY, 2 TUBES		0.00	8.50	16.50	25.00	33.50	41.50	50.00	50.00	-
TOOTH	EACH ADDITIONAL TOOTH ADDED TO PARTIAL		0.00	10.20	19.80	30.00	40.20	49.80	60.00	60.00	-
ENVIRONMENTAL HEALTH Fees		**NOTE: EH Services are NOT based on a sliding fee scale.**									
	361 - OSTDS									**Fees**	
	OSTDS I/M Permit (county fee)								15.00	15.00	-
	OSTDS Aerobic Permit (county fee)								20.00	20.00	-
	OSTDS Septic Tank Manufacturer Annual Permit (county fee)								25.00	25.00	-
	County Fee OSTDS Application								160.00	160.00	-
	County Fee OSTDS Operating Permit								15.00	15.00	-
	OSTDS County Other Service								50.00	50.00	-
	348 - Food Service										
	County Fee Bars/Lounges, drink service only								60.00	60.00	-
	County Fee Fraternal/Civic Organizations								60.00	60.00	-
	County Fee Institutional								60.00	60.00	-
	County Fee Jail / Prison								60.00	60.00	-
	County Fee Limited Event								75.00	75.00	-
	County Fee Movie Theatre								60.00	60.00	-
	County Fee Residential Facility								60.00	60.00	-
	County Fee School Cafeteria, more than 9 mos of operation								60.00	60.00	-
	County Fee School Cafeteria, less than 9 mos of operation								60.00	60.00	-
	County Fee Limited Food								60.00	60.00	-
	County Fee Catering								60.00	60.00	-
	County Fee Mobile								60.00	60.00	-
	357 - Limited Use Water										
	County Fee Annual Public Water Permit								50.00	50.00	-
	360 - Swimming Pools / Bathing Places										
	County Fee Annual Permit, Pool over 25000 gal								110.00	110.00	-
	County Fee Annual Permit, Pool under 25000 gal								60.00	60.00	-
	359 - Other Water Laboratory Fees										
	354 - Mobile Home/RV										
	County Fee Mobile Home/RV Application								100.00	100.00	-
	351 - Group Care										
	County Fee Application								125.00	125.00	-
	352 - Migrant Labor Camp										
	County Fee Annual Permit, more than 100 residents								300.00	300.00	-
	County Fee Annual Pemit, 51 to 100 residents								250.00	250.00	-
	County Fee Annual Permit, less than 50 residents								200.00	200.00	-
	364 Biomedical Waste Generators										
	County Fee Annual Permit								55.00	55.00	-
	369 Tanning Facility										
	County Fee Annual Permit								50.00	50.00	-
	359 - Wells										
	Augmentation well								100.00	100.00	-
	Public Water Well 6 inch to 12 inch								400.00	400.00	-
	Public Water Well less than 6 inch								300.00	300.00	-
	Replacement well/Redrill								80.00	80.00	-
	Domestic Well								90.00	90.00	-
	Domestic Irrigation Well up to 4 inches								80.00	80.00	-
	Commercial Irrigation Well 4 inches or less								100.00	100.00	-
	Commercial Irrigation Well greater than 4 inches								150.00	150.00	-
	Other Irrigation Well								100.00	100.00	-
	Fire Use Well								150.00	150.00	-
	Heat Exchange Well (Commercial)								200.00	200.00	-
	Heat Exchange Well (Domestic)								100.00	100.00	-
	Monitoring/Piezometers/Test Wells - per well								50.00	50.00	-
	Air Sparging Well (up to 8 wells)								75.00	75.00	-

	Elevator Shaft								500.00	500.00	-
	Well Modification up to 4 inch								50.00	50.00	-
	Well Modification greater than 4 inch								100.00	100.00	-
	Well Abondonment (up to 6 inches)								50.00	50.00	-
	Well Abondonment (greater than 6 inches)								100.00	100.00	-
	Re-inspection Fee/Site Revisit (Domestic)								50.00	50.00	-
	Re-inspection Fee/Site Revisit (Commerical)								100.00	100.00	-
	Variance Application for Replacement Well								50.00	50.00	-
	Variance Application for FAC 64E-8								150.00	150.00	-
	Partial Long/Short Test Re-test								75.00	75.00	-
	Late Fee for Limited Use Water System - Permit renewal after October 1								75.00	75.00	-
	Inspector General Service Per hour								50.00	50.00	-
VITAL STATISTICS Fees											
	1 Birth Certificate								12.00	12.00	-
	Extra Copies of same Birth Certificate								7.00	7.00	-
	1 Death Certificate								10.00	10.00	-
	Extra Copies of same Death Certificate								8.00	8.00	-
	Plastic Sleeves for Birth Certificate protection								2.00	2.00	-
	Notary of Documents								10.00	10.00	-
PROFESSIONAL FEE FOR LEGAL SERVICES AND COPYING CHARGES											
	Testimony (Depositions, Trial, Hearings) Note: Fees are based on cost.										-
	Physician, Dentist										
	Travel, Per hour								75.00	75.00	-
	Preparation, Per hour								150.00	150.00	-
	Testimony, Per hour								150.00	150.00	-
	ARNP, PA, PE, RD, RS										
	Travel, Per hour								50.00	50.00	-
	Preparation, Per hour								75.00	75.00	-
	Testimony, Per hour								75.00	75.00	-
	Environmental Specialist, Epidemiologist, RN, Other										
	Travel, Per hour								25.00	25.00	-
	Preparation, Per hour								50.00	50.00	-
	Testimony, Per hour								50.00	50.00	-
	Medical Records by client request										
	Pages 1-25								1.00	1.00	-
	Subsequent pages								0.25	0.25	-
	USB Flash Drive								12.50	12.50	-
	Medical Records by Subpoena, General Civil and Criminial Court										
	Pages 1-25								1.00	1.00	-
	Subsequent pages								0.25	0.25	-
	USB Flash Drive								12.50	12.50	-
	Medical Records by Subpoena, Workmens Compensation Court										
	Per page								0.50	0.50	-
	Postage (including return receipt)								5.00	5.00	-
	Expediting								25.00	25.00	-
	USB Flash Drive								12.50	12.50	-
	MISCELLANEOUS FEE										
	NSF - Nonsufficient Funds (Returned Check)								25.00	25.00	-
	FDLE - Fingerprint and FBI - Background Check - Field Print								58.25	58.25	-

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER: **Paul Blackman, Sheriff**

SUBJECT/TITLE: **Request approval of Budget Amendment 21-22-001 and Resolution to realign and appropriate Sheriff budgeted funds within the General Fund to accomplish the grant/project program goals.**

STATEMENT OF ISSUE

This budget amendment is necessary to realign and appropriate budgeted funds within the General Fund to accomplish the grant/program goals for FY 21/22 for Law Enforcement Maintenance, County Jail Maintenance, Detention and Correction-Medical; to realign and setup budgeted FY 21/22 projects for School Resource Officer/Safe Schools Program (21010), Environmental Law Enforcement Program (21011), College Resource Deputy Program (21012), Avon Park Law Enforcement Program (21013) and JAG Countywide (21014).

RECOMMENDED ACTION

Move to approve budget amendment 21-22-001 and resolution to realign the Sheriff's budgeted funds within the General Fund.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or overall budget. This budget amendment is realigning and setting up grant/project funds within the General Fund that have been budgeted or offset by incoming revenues in a total amount of $5,141,572.

Attachments: 21-22-001 Sheriff Set up (BA).pdf
21-22-001R Sheriff Set up (Resolution).pdf

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

(Transfers over $5,000 require Board approval)

DATE: **9/22/2021** SUBMITTED BY: **Sheriff**

FUND(S): **005** FUND TITLE(S): **General** COST CENTER(S) #: **See List Page**

PROJECT(S) #: **See List Page** PROJECT TITLE(S): **See List Page** COST CENTER TITLE(S): **See List Page**

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3325	53400	Contractual Services		2,490.00		2,490.00	0.00
E	005	3325	54100	Communications & Freight		54,900.00		54,900.00	0.00
E	005	3325	54300	Utility Services		147,000.00		147,000.00	0.00
E	005	3325	54600	Repair & Maintenance		66,451.00		66,451.00	0.00
E	005	3325	55200	Operating Supplies		15,000.00		15,000.00	0.00
E	005	3101	53001	Operating Expense-Elected		2,688,263.00	285,841.00		2,974,104.00
E	005	3322	54100	Communications & Freight		48,900.00		48,900.00	0.00

REASON: **1) To realign and appropriate budgeted funds for Law Enforcement Maintenance, Detention and Correction-Medical, and County Jail Maintenance. To realign and setup budgeted FY 21/22 projects for School Resource (21010), Environmental LE Program (21011), College Resource (21012), Avon Park LE Services (21013) and JAG Countywide (21014).**

OFFICE USE ONLY

OMB RECOMMENDATION:

____ Approval

____ Denial

REQUEST # **21-22-001**

ACTION:

Board ____ Approved ____ Denied

County Administrator ____ Approved ____ Denied

SIGNATURE: ____

DATE: ____ / ____ / ____

TRANSFER TYPE:

____ ITEM TO ITEM

____ RESERVE

XX BY RESOLUTION

____ SUPPLEMENTAL BUDGET

Signature: ____

Posted by Clerk: ____

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-001

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3322	54300	Utility Services		420,000.00		420,000.00	-
E	005	3322	54600	Repair & Maintenance		134,954.00		134,954.00	-
E	005	3322	55200	Operating Supplies		115,000.00		115,000.00	-
E	005	3323	53001	Operating Expense-Elected		686,005.00	718,854.00		1,404,859.00
E	005	3324	53100	Professional Services		964,200.00		964,200.00	-
E	005	3324	54900	Other Charges & Obligations		260.00		260.00	-
E	005	3324	55200	Operating Supplies		30,000.00		30,000.00	-
E	005	3323	53001	Operating Expense-Elected		1,404,859.00	994,460.00		2,399,319.00
R	005		3429000Z	School Resource Officer Program		946,499.00		894,089.00	52,410.00
R	005		3429000Z	School Resource Officer Program	21010	-	894,089.00		894,089.00
E	005	3327	54900Z	Project Other Chg & Obligations		3,450,982.00		894,089.00	2,556,893.00
E	005	3101	51001Z	Project Personal Services-Elected	21010	-	817,319.00		817,319.00
E	005	3101	53001Z	Project Operating Expense-Elected	21010	-	51,770.00		51,770.00
E	005	3101	56001Z	Project Capital Outlay-Elected	21010	-	25,000.00		25,000.00
R	005		3810000Z	Project Interfund Transfer		143,012.00		143,012.00	-
R	005		3810000Z	Project Interfund Transfer	21011	-	143,012.00		143,012.00

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-001

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3327	54900Z	Project Other Chg & Obligations		2,556,893.00		143,012.00	2,413,881.00
E	005	3101	51001Z	Project Personal Services-Elected	21011	-	98,980.00		98,980.00
E	005	3101	53001Z	Project Operating Expense-Elected	21011	-	10,586.00		10,586.00
E	005	3101	56001Z	Project Capital Outlay-Elected	21011	-	33,446.00		33,446.00
R	005		3429000Z	School Resource Officer Program		52,410.00		52,410.00	-
R	005		3429000Z	School Resource Officer Program	21012	-	52,410.00		52,410.00
E	005	3327	54900Z	Project Other Chg & Obligations		2,413,881.00		52,410.00	2,361,471.00
E	005	3101	51001Z	Project Personal Services-Elected	21012	-	47,869.00		47,869.00
E	005	3101	53001Z	Project Operating Expense-Elected	21012	-	4,541.00		4,541.00
R	005		3421000Z	Law Enforcement Svcs-Avon Park		2,002,258.00		2,002,258.00	-
R	005		3421000Z	Law Enforcement Svcs-Avon Park	21013	-	2,002,258.00		2,002,258.00
E	005	3327	54900Z	Project Other Chg & Obligations		2,361,471.00		2,002,258.00	359,213.00
E	005	3101	51001Z	Project Personal Services-Elected	21013	-	1,853,943.00		1,853,943.00
E	005	3101	53001Z	Project Operating Expense-Elected	21013	-	148,315.00		148,315.00
R	005		3342130Z	FDLE Grant		133,148.00		50,648.00	82,500.00
R	005		3312130Z	FDLE Grant	21014	-	50,648.00		50,648.00

Form Revised 10/11/2010

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-001

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3327	54900Z	Project Other Chg & Obligations		359,213.00		50,648.00	308,565.00
E	005	3101	53001Z	Project Operating Expense-Elected	21014	-	1,372.00		1,372.00
E	005	3101	56001Z	Project Capital Outlay-Elected	21014	-	49,276.00		49,276.00
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-

Form Revised 10/11/2010

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-001

FUND(S)	FUND TITLE(S)
005	General

COST CENTER(S)	COST CENTER TITLE(S)
3323	Detention & Correction
3101	Sheriff - 005
3325	Law Enforcement Maintenance
3324	Detention & Correction Medical
3322	County Jail Maintenance
3327	Law Enforcement Other

FND	CST CTR	PROJ #	PROJECT TITLE
005	3101	21013	AP Law Enf Svcs FY21/22
005	3101	21012	College Resource Deputy Program 21/22
005	3101	21011	Env Law Enf Program FY21/22
005	3101	21010	School Resource/Safe Schools Officer Prog 21/22
005	3101	21014	JAGC FY 21-22

FND	CST CTR	PROJ #	PROJECT TITLE

RESOLUTION NUMBER 21-22-_____

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

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

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

WHEREAS, to appropriate budgeted funds into their respective Projects for the School Resource Officer/Safe Schools Program Project 21010, Environmental Law Enforcement Program Project 21011, College Resource Deputy Program Project 21012, Avon Park Law Enforcement Program Project 21013, and JAGC FY 21-22 Project 21014; and

WHEREAS, the funds must be appropriated to accomplish the grant/project fund purposes within the General Fund.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 21-22-001 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

G:\BUS\OMB\.New OMB (To be retained)\BUDGET AMENDMENTS\Resolutions\Resolutions 2021-22\21-22-001R Sheriff Set up BA.docx

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER:	**County Administrator Randy Vosburg**
SUBJECT/TITLE:	**Request approval of a letter to Governor Ron DeSantis supporting the appointment of Karen Healy to the office of Highlands County Supervisor of Elections.**

STATEMENT OF ISSUE

In light of the untimely passing of Supervisor of Elections Penny Ogg, a letter to Governor DeSantis signifying the Board's unified support for the appointment of Assistant Supervisor Karen Healy to the position is brought forth for consideration.

RECOMMENDED ACTION

Move approval of a letter to Governor Ron DeSantis supporting the appointment of Karen Healy to the office of Highlands County Supervisor of Elections.

FISCAL IMPACT

None

Attachments: Letter Ron DeSantis.Support Karen Healy.SGS (003)Revised.docx

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION
600 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

October 5, 2021

Honorable Governor Ron DeSantis
Executive Office of Governor Ron DeSantis
400 S. Monroe Street
Tallahassee, Florida 32399

Re: Highlands County Supervisor of Elections
Appointment of **Karen Healy**

Dear Governor DeSantis:

As you might imagine, the passing of Highlands County Supervisor of Elections, Penny Ogg, has brought great sadness to Highlands County. While she will be dearly missed, each member of the Highlands County Board of County Commissioners stands together in firm belief that the best way to honor Supervisor Ogg's memory is for **Karen Healy**, Assistant Supervisor, to be appointed to fulfill the role as Highlands County's next Supervisor of Elections.

Karen Healy has worked hand in hand with Supervisor Ogg for 18 years, ensuring the fairness, honesty and accuracy of the elections process for the people of Highlands County and the people of the State of Florida. **Ms. Healy** not only serves the office currently with the highest level of professionalism, but she and her husband devote themselves to volunteer service in our community.

Karen Healy, in our joint opinions, is uniquely qualified to serve as Highlands County's next Supervisor of Elections. She has earned the respect of local officials, community leaders, citizens and business professionals, as well as the employees serving in her office.

We thank you for your dedication to the State of Florida and your commitment to ensuring that the best individual is appointed to this very important leadership role in Highlands County.

Sincerely,

SCOTT KIROUAC, Chairman
District 3

KATHY RAPP, Vice-Chairman
District 2

KEVIN ROBERTS
District 1

ARLENE TUCK
District 4

CHRIS CAMPBELL
District 5

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 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 27 ,2021.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: COUNTY ATTORNEY LOG.pdf

County Attorney Log

	Commissioner Priority	RECEIVED FROM	REQUEST	STATUS
1	Priority 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 Fleeger	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 4	Dena Peterson	Review Final Plat – Dollar General Store	Assigned-SS/Under review
7	Priority 4	Thomas Haralson	Review Monday.com Agreement	Assigned-MR/under review
8	Priority 4	Marc Bashoor	MDi Ride Agreement	Assigned-SS/Under review
9	Priority 7	Sarah Albritton	Review Lincoln Heights Park Lease Agreement	Assigned SS/Under review
10	Priority 4	Melony Culpepper	Resolutions- Crews, Guerrero, JGS.	SS/Assigned
11	Priority 7	David Nitz	Interlocal Fuel Tax agreements	Assigned SS/Under Review
12	Priority 7	Leah Sauls	Gray Dog Publishing Contract	Assigned MR

13	Priority 4	Clinton Howerton	Sebring Parkway Maintenance Agreement	Assigned SS/Under review
14	Priority 4	Chantel Brutus	Review/ Update all 5 TDC Grant Contracts	MR/Under review
15	Priority 7	David Nitz	Tract J project	SS-Need more info
16	Priority 4	Karen Lepera	Community Garden in Special District	SS/MR
17	Priority 5	Bob Diefendorf, Jr.	Clean Harbors Agreement	SS
18	Priority 4	Rachel Barry	Special Permit Ordinance Amendment	SS
19		Leah Sauls	Code Enforcement Special Magistrate	MR
20	Priority 7	Vickey Linsinbigler	North Tangerine Drive Special Warranty Deed	SS
21	Priority 4	Sarah Rogers	Security Agreement-DCF Employees	MR
22	Priority 4	Leah Sauls	Impact Fees 101	SS
23	Priority 4	Tanya Cannady	Volunteer Fire Districts & Hickory Hill	SS
24	Priority 4	David Nitz	DOH Core Contract	MR
25	Priority 4	Gloria Rybinski	ArchiveSocial Agreement	MR

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: October 5, 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 September 21, 2021.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: Status - Commissioner's Priorities (FINAL) 10.5.2021.pdf
Status - Project Updates (FINAL) 10.5.2021.pdf

TOP (THREE HOLE PUNCH)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	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 HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	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
Priority 3	Laurie Hurner/Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. A hiring and spending freeze has been implemented. Directors continue to be fiscally responsible during the budget process.	Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.	Ongoing
Priority 4	Laurie Hurner	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Work to improve recycling efficiency from residents. Evaluating alternative options to meet State mandated goals.	Additional public education efforts have begun, including videos, mailouts, and meetings. Next action may include discussion of modifications to program to reduce contamination.	Ongoing
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering	Sebring Parkway Phase IIA	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
3	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
4	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
5	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension	Dewatering design/permitting underway.	Complete re-design and construct 2021	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	90% Plans submitted to FDOT	Receive and address comments from FDOT and finalize plans	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

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: October 5, 2021

PRESENTER:

SUBJECT/TITLE: Board payables from October 5-18, 2021

Attachments: