

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Thursday, January 05, 2023**  
**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 SWEARING-IN CEREMONY**

4.A *Swearing-in of Supervisor of Elections Karen Healey by The Honorable Judge Angela Cowden*

**5 ANNOUNCEMENTS**

The Veterans Advisory Board will meet at 3:30 p.m., on Thursday, January 5, 2023, at the Veteran Services Office, 7209 S. George Blvd., Sebring

The Highlands County Zoning Board of Adjustment and the Planning & Zoning Commission and Local Planning Agency will hold a Public Hearing on Tuesday, January 10, 2023, at 3:00 p.m., in the Commissioners Board Room, 600 S. Commerce Ave., Sebring

**6 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

**7 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:**

**8 PUBLIC COMMENT**

**9 CONSENT AGENDA**

9.A *Request approval of the minutes from the November 1, 2022, Regular Meeting of the Board and the November 8, 2022, Emergency Meeting of the Board.*

[110122REG.pdf](#)

[110822Emergency\\_Nicole.pdf](#)

9.B *Request to waive the Landfill Tipping Fees and the approval to donate, deliver and haul away up to 9 loads of clean sand from Road and Bridge for the Highlands County Junior Livestock Show at the Highlands County Fair*

Clinton Howerton, Jr., P.E., County Engineer and Jonathan Harrison, Road and Bridge Director

Landfill staff estimates the fair will generate approximately 11 tons of waste at a cost of

\$45.00 per ton for a total of \$495.00. The figures are based upon staff estimate of two (2) roll off bins. In addition, Road and Bridge estimates total cost, including delivery and removal is to be approximately \$1,600.00, which includes donation of sand, delivery and cost to haul away after the Highlands County Fair is completed.

[2023 Letter - Request to Waive Landfill Tipping Fees.pdf](#)

[2023 Letter - Request of Sand.pdf](#)

[Template-Table of Waived Tipping fees - December 2022.pdf](#)

[Fair Assoc Previous 2021-2022.pdf](#)

- 9.C *Request to adopt Resolution 22-23-51 for Budget Amendment 22-23-038 for a Florida Sports Foundation Major Grant in the amount of \$13,974.00 awarded to the Tourist Development Council for support to the 2022 Spartan Race & Spartan Kids World Championship.*

Leah Sauls, Development Services Director

Casey Hartt, Lead Tourism Marketing Consultant

The fiscal impact will be an estimated increase of \$13,974.00 to Fund 152 (Tourist Development) and will be appropriated in cost center 5305 (Marketing & Promotions).

[22-23-038 Project 22039 2022 Spartan Race \(BA\).pdf](#)

[22-23-038R Project 22039 2022 Spartan Race \(Resolution\).pdf](#)

- 9.D *Continuation of Other Personnel Services (OPS) Employment for D. Hawkins and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.*

Helen Lopez, Building Department Administrator

The fiscal impact is estimated to be \$4,422.00 from cost center 3440A (Building Division) account 52200 (Retirement Contributions) for payment to the Florida Retirement System from March 14, 2022.

- 9.E *Request approval of Amendment 5 to the agreement between Highlands County and Excavation Point, Inc., for the construction of the CR 623 (Kenilworth Blvd) Mill and Resurfacing Project No. 18009, and ITB No. 21-003.*

James D. Langford, P.E., Assistant County Engineer

Kenya A. Anderson, MSP, Project Manager

The fiscal impact to Fund 151 (Infrastructure Surtax) and the overall budget will be \$32,879.00 as funding for this amendment is available in Project 18009 (CR623 From Haywood Taylor Blvd to Mini Ranch Rd), Account No. 56301Z (Project Capital Improvements), which is being funded 100% through a grant from FDOT and was included in the FY 21/22 Adopted Budget, approved on September 21, 2021.

[CR 623 Kenilworth\\_Location Map.pdf](#)

[21-003 Amendment 5 CR 623 Remilling.CEB.pdf](#)

- 9.F *Request approval of the Nu-Hope Elder Care Services, Inc., a Florida Non-Profit Corporation Grant Agreement.*

Tanya Cannady, Business Services Director

This grant award of \$46,886 was approved in the Adopted Budget for FY 22/23 on September 20, 2022.

[Nu-Hope Agreement FY23 1.5.23.pdf](#)

- 9.G *Request to adopt Resolution 22-23-50 for Budget Amendment 22-23-037 for a Florida Sports Foundation Small Market Grant in the amount of \$2,291.00 awarded to the Tourist Development Council for support to the Gran Fondo New York (GFNY) Florida Sebring Cycling and Marathon 2022 events.*  
 Leah Sauls, Development Services Director  
 Casey Hartt, Lead Tourism Marketing Consultant  
 The fiscal impact will be an estimated increase of \$2,291.00 to Fund 152 (Tourist Development) and will be appropriated in cost center 5305 (Marketing & Promotions).  
[22-23-037 Project 22038 2022 GFNY Sebring \(BA\).pdf](#)  
[22-23-037R Project 22038 2022 GFNY Sebring \(Resolution\).pdf](#)
- 9.H *Request approval of the Peace River Center for Personal Development, Inc., a Florida Non-Profit Corporation Grant Agreement.*  
 Tanya Cannady, Business Services Director  
 This grant award of \$30,000 was approved in the Adopted Budget for FY 22/23 on September 20, 2022.  
[Peace River Center Agreement FY23 1.5.23.pdf](#)
- 9.I *Quartermaster Job Description*  
 Laney Stearns  
 The fiscal impact will be an annual increase to Fund 005 (General) in the amount of \$2,534 and an increase to Fund 181 (Fire Assessment) in the amount of \$3,802 for a total annual increase of \$6,336 based on the minimum salary for this paygrade.  
[Warehouse Quartermaster \(1136\) 12-20-22.pdf](#)
- 9.J *Request adoption of Resolution 22-23-52 for Budget Amendment 22-23-039 for Project item to item transfers between capital accounts to assist with GASB 34 reporting and adjusting rollover project balances from FY 21/22 into FY 22/23 with a net fiscal impact of \$204,703.80.*  
 David Nitz, OMB Manager  
 Angela Bollinger, Sr. Budget Analyst  
 The fiscal impact is a decrease to Fund 129 (Conservation Trust) in the amount of (\$556.82) and a increase to Fund 151 (Infrastructure Surtax) in the amount of \$205,260.62, with an overall budget increase of \$204,703.80.  
[22-23-039 Projects with 56300Z 56301Z Accts\\_Rollover Adjustments \(BA\).pdf](#)  
[22-23-039R Projects with 56300Z 56301Z Accts\\_Rollover Adjustments \(Resolution\).pdf](#)
- 9.K *Request approval of an Easement Agreement between Highlands County and Ion Dennis Coulter, Trustee and Grantor for access to the Highlands County Marl Pit*  
 Jonathan Harrison, Road and Bridge Director  
 The fiscal impact will be \$5,000.00 annually for 30 years.  
[Coulter Easement.pdf](#)
- 9.L *Request approval to write-off of uncollectible past due employee benefit premiums of former Clerk of Courts employees in the amount of \$3,348.18.*  
 Sally Hood, Clerk of Courts  
 Accounting and Finance Director  
 Fiscal impact is an increase to the Clerk's insurance expense for fiscal year 22/23 in the amount of \$3,348.18.

- 9.M *Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended September 30, 2022.*  
Accounting Manager, Highlands County Clerk of Courts Jackie Gabrus, CGFM  
[FY 2022 Combined Monthly Report Board Meeting Request Sept 2022.doc](#)  
[FY 2022 Court-Related and Other Misc Funds Memo Sept 2022.pdf](#)
- 9.N *Job Description for Chief of Training*  
Laney Stearns, Public Safety Director/Fire Chief  
No Fiscal Impact.  
[Chief of Training - Job Description - 11-3-22.pdf](#)

## 10 COMMITTEE ASSIGNMENTS:

- 10.A *Request to (re)appoint two (2) regular voting members to the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z).*  
Rachel Barry, Zoning Supervisor  
No fiscal impact.  
[C Boring Application for Reappointment](#)  
[F Youngman Application for Reappointment](#)  
[C Shoemaker Application for Appointment](#)  
[S Pipal Application for Appointment](#)  
[K Long Application for Appointment](#)  
[V Laurence Application for Appointment](#)  
[L Giller Application for Appointment](#)  
[S Castro Application for Appointment](#)  
[J Campbell Application for Appointment](#)  
[D Miller Application for Appointment](#)  
[C Lopez Application for Appointment](#)
- 10.B *Request re-appointment of board member to the Hospital District Board.*  
Ingra Gardner, Community Programs Director  
[Jeffrey L. Roth.pdf](#)

## 11 PUBLIC HEARING

## 12 ACTION AGENDA

- 12.A *Consideration of adoption of Resolution 22-23-48 for Budget Amendment 22-23-035 regarding the FY 22/23 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$936,751.00.*  
Lucy Castillo, Housing Program Coordinator  
The Fiscal impact is an increase to Fund 166 (SHIP) for FY 2022-2023 in the amount of \$936,751.00, which \$843,075.90 is being appropriated into cost center 5367 and \$93,675.10 into cost center 5366 (SHIP Phase 30).  
[22-23-035R Project 21366 SHIP \(Resolution\).pdf](#)  
[22-23-035 Project 21366 SHIP \(BA\) REVISED.pdf](#)

- 12.B *Request adoption of Resolution 22-23-55 for Budget Amendment 22-23-042 to reorganize the ARPA project funds to match last FY21/22 and adjust balances according to actuals at the end of Fiscal Year 21/22 with a net decrease in the amount of \$2,616,633.93.*

David Nitz, OMB Manager

Angela Bollinger, Sr. Budget Analyst

The fiscal impact is a decrease to the Fund 005 (General) in the amount of \$2,616,633.93.

[22-23-042 ARPA Project Reorg wRollover Adjustments \(BA\).pdf](#)

[22-23-042R ARPA Project Reorg wRollover Adjustments \(Resolution\).pdf](#)

- 12.C *Request adoption of Resolution 22-23-56 for Budget Amendment 22-23-043 to make adjustments and corrections to the rollover project balances from FY 21/22 into the current FY 22/23 to properly budget the available funds in the projects in FY 22/23 with Fiscal Impact of a net increase in the amount of \$9,925,310.70.*

David Nitz, OMB Manager

Angela Bollinger, Sr. Budget Analyst

The fiscal impact for FY 22-23 is an increase to Fund 005 (General), Fund 143 (FL Boating Improvement), Fund 152 (Tourist Development Trust), Fund 166 (SHIP), and Fund 401 (Solid Waste) in the amounts of \$10,213,523.55, \$13,468.84, \$1,900.02, \$16,358.21 and \$231,057.55 respectively, and a decrease to Fund 151 (Infrastructure Surtax), Fund 155 (Hospital District), Fund 350 (HCISSR LTD Capital, Fund 355 (HCFPIRN LTD Capital, and Fund 420 (Energy Recovery) in the amounts of \$489,132.00, \$5,046.96, \$8,912.50, \$20,473.63 and \$27,432.38 respectively, with an overall budget increase of \$9,925,310.70.

[22-23-043 FY21-22 Rollover Project Adjustments\\_Corrections to FY22-23.pdf](#)

[22-23-043R FY21-22 Rollover Project Adjustments\\_Corrections to FY22-23.pdf](#)

### **13 COUNTY ADMINISTRATOR AND LEGAL**

- 13.A *County Attorney Status Report.*

Sherry G. Sutphen, County Attorney

[Legal\\_Long\\_Range\\_Log.docx](#)

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

Laurie Hurner, County Administrator

There is no fiscal impact.

[Project Updates \(FINAL\) 12-21-22.pdf](#)

[Commissioner's Priorities \(FINAL\) 12-21-22.pdf](#)

### **14 COMMISSIONERS**

### **15 INFORMATIONAL**

- 15.A *Board payables from December 20, 2022 to January 4, 2023*

### **16 ADJOURN**

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

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

Please note our new website address: [www.highlandsfl.gov/](http://www.highlandsfl.gov/)

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

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

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:**

**SUBJECT/TITLE:** Swearing-in of Supervisor of Elections Karen Healey by The Honorable Judge  
Angela Cowden

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Attachments:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:**

**SUBJECT/TITLE:** Request approval of the minutes from the November 1, 2022, Regular Meeting of the Board and the November 8, 2022, Emergency Meeting of the Board.

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**RECOMMENDED ACTION**

**Move approval of the minutes from the November 1, 2022, Regular Meeting of the Board and the November 8, 2022, Emergency Meeting of the Board.**

Attachments: [110122REG.pdf](#)  
[110822Emergency\\_Nicole.pdf](#)

**REGULAR MEETING OF THE BOARD, NOVEMBER 01, 2022**

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

**Commissioner Kathleen G. Rapp**  
**Commissioner Kevin J. Roberts**  
**Commissioner Scott A. Kirouac**

**Commissioner Chris Campbell**  
**Commissioner Arlene Tuck**

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

**2. INVOCATION**

The meeting opened with a prayer led by Pastor Stephen Ahrens, with the First Baptist Church of Lake Josephine.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Master Sergeant (Ret.) Denise Singler, US Air Force, Tanglewood Veterans Committee.

**4. ANNOUNCEMENTS**

The Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, November 1, 2022, at 7:00 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

A Public Hearing of Highlands County Code Enforcement Thomas S. Dolney, Special Magistrate, will be held at 1:30 p.m., on Wednesday, November 2, 2022, in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Veterans Advisory Board will meet at 3:30 p.m., on Thursday, November 3, 2022, at the Veteran Services Office, 7209 S. George Blvd., Sebring, FL.

The Highlands County Zoning Board of Adjustment and the Planning & Zoning Commission and Local Planning Agency will hold a Public Hearing on Tuesday, November 8, 2022, at 3:00 p.m., in the Commissioners Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Highlands Soil & Water Conservation District Board of Supervisors will hold a meeting on Monday, November 14, 2022, at 1:00 p.m., in the Highlands Soil & Water Conference Room, of the Bert J. Harris, Jr. Agricultural Center, 4505 George Blvd., Sebring, FL.

**5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

No report.

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

**SPECIAL RECOGNITION:**

Jennifer Codo-Salisbury, with the Central Florida Regional Planning Council and Heartland Regional Transportation Planning Organization (HRTPO), presented a plaque to Commissioner Rapp, in recognition of her service and dedication as part of the Central Florida Regional Planning Council and her service to their region.

Vice-Chairman Campbell, on behalf of the Board of County Commissioners, presented a plaque to Commissioner

Rapp in appreciation of her continuing commitment to the community and furtherance of the public trust in government by her service as Chair. Commissioner Roberts expressed words of gratitude towards Commissioner Rapp for her leadership as Chair and service to the citizens of Highlands County. Commissioner Rapp thanked Commissioner Roberts for his kind words.

## 7. PUBLIC COMMENT

Ray Royce came before the Commission to thank Commissioner Rapp for her service and addressed his concerns with the county administrator search and succession planning.

Michelle Gresham came before the Commission to thank Commissioner Rapp for her service.

Terrie Detore came before the Commission to address her concerns with land regulation changes. Ms. Detore lost her home due to a fire during Hurricane Ian and would like to have a temporary motor home or camper on the property. Commissioner Roberts stated he is saddened by Ms. Detore's loss and requested this discussion be placed on the next agenda to give the Board and staff the opportunity to review the circumstances. Commissioner Tuck also expressed her concerns.

Phil Rasmussen came before the Commission to address his concerns with Lake Letta flooding.

Dennis Powell came before the Commission to present and address his concerns with Lake Letta water levels. Mr. Powell's presentation was made part of the permanent record. ***See Citizens not on the Agenda file.***

Vicki Bumby came before the Commission to address her concerns with the flooding of Lake Letta.

Commissioner Roberts addressed Mr. Rasmussen's concerns and questioned his fellow commissioners if the Lake Letta issue may be placed on the next agenda for staff to prepare and possibly bring other resources to address these concerns. It was a consensus of the Commission and the Interim County Administrator to add this discussion as an action item on the next agenda.

## 8. CONSENT AGENDA

Commissioner Kirouac moved approval to accept the consent agenda as presented. Commissioner Campbell seconded the motion.

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

- A. **Request approval of the minutes from the September 6, 2022 and September 20, 2022 Regular Meeting(s) of the Board, and the minutes from the September 8, 2022 Budget Public Hearing of the Board.** *See Clerk of Courts website.*
- B. **Request approval to renew the service agreement with Merchant McIntyre Associates for federal funding initiatives.** *See Merchant McIntyre Associates file.*
- C. **Request to approve Amendment No. 1 to Agreement No. 20126 between the Board and State of Florida Fish and Wildlife Conservation Commission extending the term of Agreement from June 30, 2023, to December 31, 2023.** *See Florida Fish and Wildlife Conservation Commission file.*
- D. **Request approval of Budget Amendment 22-23-008 and associated Resolution 22-23-11 to bring fund balance forward for temporary staffing that is necessary for the workload created by the hail event.** *See Res. Book 34 Page 10 & SMB 150 Page 35.*

- E. **Request waiver of field rental and light fees for a fundraiser in support of Chuck Detore at the Highlands County Sports Complex.** *See SMB 150 Page 36.*
- F. **Request adoption of Resolution 22-23-16 for Budget Amendment 22-23-014 adjusting Fund Balance Forward for all Impact Fee funds into FY 22/23.** *See Res. Book 34 Page 11 & SMB 150 Page 37.*
- G. **Request to adopt Resolution 22-23-14 for Budget Amendment 22-23-012 to roll forward unspent Environment Law Enforcement Program and SCAAP Projects into FY 22/23.** *See Res. Book 34 Page 12 & SMB 150 Page 38.*
- H. **Request approval to revise the 2022-2025 Local Housing Assistance Plan on the housing strategy within the SHIP Program as recommended by a vote of the Affordable Housing Advisory Committee at their October 19, 2022, meeting.** *See Housing Department file.*
- I. **Request approval of the Emergency Medical Service (EMS) Billing and Collections Policy update.** *See Emergency Medical Service (EMS) file.*
- J. **Request acceptance of the 2022-2023 Emergency Management Preparedness and Assistance Grant (EMPA) and Emergency Management Performance Grant (EMPG) agreements.** *See Res. Book 34 Page 13 (Res. No. 22-23-13), SMB 150 Page 39 & Emergency Management Grant & Agreement file.*
- K. **Request approval of Budget Amendment 21-22-140 to realign Sheriff budgets for FY 21/22 yearend cleanup within the General Fund.** *See SMB 150 Page 40.*
- L. **Request adoption of Resolution 22-23-17 for Budget Amendment 22-23-015 to rollover and appropriate additional grant funds received for Project 21061 BPV FY 21-22 Project into FY 22-23.** *See Res. Book 34 Page 14 & SMB 150 Page 41.*

## 9. COMMITTEE APPOINTMENTS:

- A. **Request approval to concur with the Florida Department of Health's appointment of Jennifer Roth as the Administrator of the Florida Department of Health in Highlands County.**

Laurie A. Hurner, Interim County Administrator, presented the request and introduced Jennifer Roth to the Commission. Ms. Roth addressed questions raised by Commissioner Roberts.

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

Commissioner Roberts moved approval to concur with the Florida Department of Health's appointment of Jennifer Roth as the Administrator of the Florida Department of Health in Highlands County, pursuant to Section 154.04, Florida Statutes. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 42.***

Ms. Hurner recognized Tiffany Collins, CHD Interim Administrator, for her service with the county.

## 10. PUBLIC HEARING

No public hearings.

## 11. ACTION AGENDA

Commissioner Kirouac moved to set the action agenda as presented. Commissioner Campbell seconded the motion.

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

### A. Request adoption of Resolution 22-23-18 pertaining to the regular meeting schedule of the Highlands County Board of County Commissioners.

Sherry G. Sutphen, County Attorney, presented the request. Commissioner Tuck expressed her concerns.

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

Commissioner Campbell moved approval to adopt Resolution 22-23-18 pertaining to the regular meeting schedule of the Highlands County Board of County Commissioners. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye, except for Commissioner Tuck and Commissioner Rapp, who voted nay. The motion carried. **See Res. Book 34 Page 15 & SMB 150 Page 43.**

### B. Request adoption of Resolution 22-23-12 for Budget Amendment 22-23-009 to bring fund balance forward and realign FY 22-23 for Project 20366 and associated SHIP accounts to pay for expenses.

Lucy Castillo, Housing Programs Coordinator, presented the request and addressed questions raised by Commissioner Roberts.

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

Commissioner Tuck moved approval to adopt Resolution 22-23-12 for Budget Amendment 22-23-009 to bring fund balance forward and realign FY 22-23 for Project 20366 and associated SHIP accounts to pay for expenses. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 34 Page 16 & SMB 150 Page 44.**

### C. Request adoption of Resolution 22-23-15 for Budget Amendment 22-23-013 to roll projects that were not rolled in the budget process nor completed in FY 21-22 into FY 22-23 according to actuals after end-of-year close-out.

Angie Bollinger, Senior Budget Analyst, presented the request.

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

Commissioner Kirouac moved approval to adopt Resolution 22-23-15 for Budget Amendment 22-23-013 to roll projects into FY 22-23. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 34 Page 17 & SMB 150 Page 45.**

## 12. COUNTY ADMINISTRATOR & LEGAL

### A. County Attorney Status Report.

Sherry G. Sutphen, County Attorney, expressed her appreciation working with Commissioner Rapp and for her service to the community.

Ms. Sutphen presented the County Attorney log as of October 26, 2022. **See SMB 150 Page 46.**

Ms. Sutphen provided an update on the case filed against the county, which was handled successfully by Assistant County Attorney Matt Raulerson.

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

Laurie Hurner, Interim County Administrator, presented the Commissioner's Priorities and the Project Status Report as of October 20, 2022. **See SMB 150 Page 47.**

Ms. Hurner, personally and on behalf of staff, expressed her appreciation for Commissioner Rapp and her service to the county.

Ms. Hurner requested an additional board meeting be scheduled for November 29, 2022, at 9:00 a.m., to finish up budget amendments before December 1, 2022. It was a consensus from the Commission to schedule this meeting.

Ms. Hurner and County Engineer Clinton Howerton, Jr. provided an update on storm debris and addressed questions raised by the Commission.

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

**13. COMMISSIONERS**

Commissioner Kirouac thanked Commissioner Rapp for her service and expressed words of gratitude.

Commissioner Kirouac commented on concerns from the public regarding high water levels and flooding in the Lake Letta area and throughout Florida, especially with the recent hurricane and encouraged this topic be placed on a future agenda for discussion.

Commissioner Tuck expressed words of gratitude towards Commissioner Rapp and also commented on the public's concerns regarding the water levels in Lake Letta. Commissioner Tuck also reminded the public that voting takes place next Tuesday.

Commissioner Roberts reiterated his appreciation to Commissioner Rapp and agreed with Commissioner Kirouac's comments on flooding concerns and having this discussion placed on an agenda.

Commissioner Campbell reminded the public that early voting runs through November 5<sup>th</sup>, and Tuesday is election day.

Commissioner Rapp stated although this is her last meeting, and it has been a pleasure serving as chair this past year, she will still be taking phone calls and emails from the citizens of Highlands County for another two weeks. Commissioner Rapp expressed her gratitude towards the staff and stated she will miss everyone very much.

**14. INFORMATIONAL**

**A. Correction of scrivener's error in the Mental Health Consulting Services Agreement between the Children's Home Society and Highlands County, approved by Highlands County on July 19, 2022.**  
*See SMB 150 Page 48.*

**B. Board payables from October 18, 2022 to October 31, 2022.** *See Check Reports (2022) file.*

**15. ADJOURN**

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

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

The meeting was adjourned at 10:15 a.m.

## EMERGENCY MEETING OF THE BOARD, NOVEMBER 08, 2022

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

**Commissioner Kathleen G. Rapp**  
**Commissioner Kevin J. Roberts**  
**Commissioner Scott A. Kirouac**

**Commissioner Chris Campbell**  
**Commissioner Arlene Tuck**

Also present: Laurie Hurner, Interim County Administrator, Matt Raulerson, Assistant County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

This emergency meeting was properly advertised and posted on the official bulletin board. A copy of the advertisement was provided to the Clerk to become part of the permanent record. **See SMB 150 Page 49.**

### 2. INVOCATION

The meeting opened with a prayer led by Commissioner Kevin Roberts.

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Deputy Chief Mark Ellis, Highlands County Fire Rescue.

### 4. ACTION AGENDA

#### A. Request approval to declare a state of local emergency.

Deputy Chief Mark Ellis presented the latest forecast on Subtropical Storm Nicole. **See SMB 150 Page 50.**

Laurie Hurner, Interim County Administrator, stated staff will know what operations will be affected in the next few days after the 11:00 a.m. update occurs.

Ms. Hurner read into the record the proposed Resolution to declare a state of local emergency.

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

Commissioner Kirouac moved to adopt the Resolution as presented. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 34 Page 18 & SMB 150 Page 51.**

### 5. ADJOURN

Commissioner Rapp expressed her gratitude towards the Board, staff and directors as last week's meeting was very emotional for her.

Commissioner Campbell moved to adjourn the Emergency Meeting of the Board. Commissioner Roberts seconded the motion.

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

The meeting was adjourned at 9:24 a.m.

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

**PRESENTER: Clinton Howerton, Jr., P.E., County Engineer and Jonathan Harrison, Road and Bridge Director**

**SUBJECT/TITLE: Request to waive the Landfill Tipping Fees and the approval to donate, deliver and haul away up to 9 loads of clean sand from Road and Bridge for the Highlands County Junior Livestock Show at the Highlands County Fair**

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**STATEMENT OF ISSUE**

The Highlands County Junior Livestock Committee is requesting that the Board waive the landfill tipping fees for waste collected during the Highlands County Fair. The fair is scheduled for February 3, 2023 to February 11, 2023. The waste will be hauled to the Landfill the week of the event. The Highlands County Junior Livestock Committee's request for waived tipping fees have been approved in the past.

The Highlands County Junior Livestock Committee has requested the Board of County Commissioners to donate, deliver and haul away to the Landfill (after the fair is over) up to 9 loads of clean sand to be used during the 2023 Highlands County Fair. There will be no charges associated with the Landfill disposal. A letter from the Highlands County Fair Livestock Committee is included in the agenda back up, as well as, a list of historical requests made by the Highlands County Fair Livestock Committee.

**RECOMMENDED ACTION**

**Motion to approve waiving the Landfill tipping fees, and the donation, delivery and haul away of up to 9 loads of clean sand by Road and Bridge for the Highlands County Junior Livestock Committee at the Highlands County Fair.**

**FISCAL IMPACT**

Landfill staff estimates the fair will generate approximately 11 tons of waste at a cost of \$45.00 per ton for a total of \$495.00. The figures are based upon staff estimate of two (2) roll off bins. In addition, Road and Bridge estimates total cost, including delivery and removal is to be approximately \$1,600.00, which includes donation of sand, delivery and cost to haul away after the Highlands County Fair is completed.

Attachments: [2023 Letter - Request to Waive Landfill Tipping Fees.pdf](#)  
[2023 Letter - Request of Sand.pdf](#)  
[Template-Table of Waived Tipping fees - December 2022.pdf](#)  
[Fair Assoc Previous 2021-2022.pdf](#)



December 7, 2022

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

RE: Waiver of Landfill Tipping Fees

Dear Honorable Commissioners:

The Highlands County Junior Livestock Show provides the opportunity for over 300 Highlands County students to develop work ethic, financial responsibility, sportsmanship and a better knowledge of agricultural production. This year, the following record number of animal exhibits have been registered: 48 heifers, 38 steers, 169 swine, 60 goats, 29 poultry and 20 rabbits. Animals begin arriving at the Highlands County Fair beginning on Friday, February 3, 2023, and depart on Saturday, February 11, 2023.

On behalf of the Highlands County Junior Livestock Committee, I would like to request the landfill tipping fees be waived for the livestock waste generated during the 2023 Junior Livestock Show at the Highlands County Fair.

We appreciate your past support of this program and thank you for your consideration of this year's request.

Respectively Submitted,

A handwritten signature in black ink, which appears to read "Darin Hood".

Darin Hood



December 7, 2022

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

RE: Request for Sand

Dear Honorable Commissioners:

The Highlands County Junior Livestock Show provides the opportunity for over 300 Highlands County students to develop work ethic, financial responsibility, sportsmanship and a better knowledge of agricultural production. This year, the following record number of animal exhibits have been registered: 48 heifers, 38 steers, 169 swine, 60 goats, 29 poultry and 20 rabbits. Animals begin arriving at the Highlands County Fair beginning on Friday, February 3, 2023, and depart on Saturday, February 11, 2023.

On behalf of the Highlands County Junior Livestock Committee, I would like to request up to nine (9) loads of sand to be provided and delivered to the Highlands County Fairgrounds prior to the 2023 Highlands County Fair and Junior Livestock Show. The sand will be utilized by the youth exhibitors of Highlands County for bedding of their animals throughout the week and for use in the show arena. As in years past, we request the removal of the sand for alternative BOCC purposes at the conclusion of the 2023 Highlands County Fair. The sand for removal will be stockpiled in a central location for ease of BOCC staff removing the material.

We greatly appreciate your past support of this program and your continued support of the youth in our community, and thank you for your consideration of this year's request.

Respectively Submitted,

A handwritten signature in black ink, which appears to read "Darin Hood". The signature is fluid and cursive.

Darin Hood

**HIGHLANDS COUNTY LANDFILL**  
**TIPPING FEES WAIVED**  
**Highlands County Junior Livestock Committee**

| Transaction Number | Date      | MT   | Tons  | Cost Per Ton if Charged | Total Fees Waived | Note                                                            |
|--------------------|-----------|------|-------|-------------------------|-------------------|-----------------------------------------------------------------|
| <u>2019</u>        |           |      |       |                         |                   | Board waived fees - Highlands County Junior Livestock Committee |
| 1596969            | 2/14/2019 | 2002 | 4.91  | \$ 45.00                | \$220.95          |                                                                 |
| 1597197            | 2/16/2019 | 2002 | 6.01  | \$ 45.00                | \$270.45          |                                                                 |
|                    |           |      | 10.92 |                         | \$491.40          |                                                                 |
| <u>2020</u>        |           |      |       |                         |                   | Board waived fees - Highlands County Junior Livestock Committee |
| 1631335            | 2/18/2020 | 2002 | 7.29  | \$ 45.00                | \$328.05          |                                                                 |
| 1631361            | 2/18/2020 | 2002 | 1.05  | \$ 45.00                | \$47.25           |                                                                 |
|                    |           |      | 8.34  |                         | \$375.30          |                                                                 |
| <u>2021</u>        |           |      |       |                         |                   | Board waived fees - Highlands County Junior Livestock Committee |
| 1667781            | 2/16/2021 | 2002 | 3.27  | \$ 45.00                | \$ 147.15         |                                                                 |
| 1668548            | 2/22/2021 | 2002 | 6.45  | \$ 45.00                | \$ 290.25         |                                                                 |
|                    |           |      | 9.72  |                         | \$437.40          |                                                                 |
| <u>2022</u>        |           |      |       |                         |                   | Board waived fees - Highlands County Junior Livestock Committee |
| 1705831            | 2/9/2022  | 2002 | 4.92  | \$ 45.00                | \$ 221.40         |                                                                 |
| 1706419            | 2/14/2022 | 2002 | 6.59  | \$ 45.00                | \$ 296.55         |                                                                 |
|                    |           |      | 11.51 |                         | \$ 517.95         |                                                                 |

## **PREVIOUS ASSISTANCE TO THE FAIR ASSOCIATION**

Delivered 6 loads of sand to the Highlands County Fair Association  
With a fiscal impact of \$517.71 7/7/2012

Delivered 6 loads of sand to the Highlands County Fair Association  
With a fiscal impact of \$517.71 1/8/2013

Delivered 2 loads of shell to the Highlands County Fair Association  
With a fiscal impact of \$625.95 10/15/2013

Delivered 10 loads of fill material to the Highlands County Fair Association  
With a fiscal impact of \$894.45 12/16/2014

Repair of a washout around a structure at the edge of the parking lot.  
With a fiscal impact of \$2,293.94 1/20/2015

Delivered 10 loads of fill dirt to the Highlands County Fair Association  
With a fiscal impact of \$908.30 11/17/2015

Delivered 11 loads of fill dirt to the Highlands County Fair Association Junior  
With a fiscal impact of \$999.13 11/1/16

Delivered 10 loads of fill dirt to the Highlands County Fair Association. With a  
fiscal impact of \$950.00 1/16/2018

Delivered and hauled away 7 loads of fill dirt to Highlands County Fair Association Junior  
Livestock with a fiscal impact of \$1575.00. 2019

Delivered and hauled away 9 loads of clean sand to be used for the Highlands County Junior  
Livestock Committee with a fiscal impact of approximately \$1,600.00. 12/2019

Delivered 3 loads of stabilizer to be used on the vacant lot for parking with a fiscal impact of  
approximately \$600.00. 12/2019

Delivered and hauled away 9 loads of clean sand to be used for the Highlands County Junior  
Livestock Committee with a fiscal impact of approximately \$1,400.00. 12/2020

Loaded and hauled away sand used for the Highlands County Junior Livestock Committee with a  
fiscal impact of approximately \$1,599.00. 2/22/2021

Delivered 5 loads of sand to be used for the Highlands County Junior Livestock Committee with  
a fiscal impact of approximately \$531.00. 1/18/2022

Hauled away sand used for the Highlands County Junior Livestock Committee with a fiscal  
impact of approximately \$827.00. 2/22/2022

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:** Leah Sauls, Development Services Director  
Casey Hartt, Lead Tourism Marketing Consultant

**SUBJECT/TITLE:** Request to adopt Resolution 22-23-51 for Budget Amendment 22-23-038 for a Florida Sports Foundation Major Grant in the amount of \$13,974.00 awarded to the Tourist Development Council for support to the 2022 Spartan Race & Spartan Kids World Championship.

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**STATEMENT OF ISSUE**

On December 6, 2022 the Highlands County Board of County Commissioners approved to accept a grant awarded to the Tourist Development Council (TDC) in the amount of \$13,974.00 from the Florida Sports Foundation (FSF) to support the reimbursable grant between the TDC and Spartan for the 2022 Spartan Race & Spartan Kids World Championship.

The Budget Amendment is proposed to allocate the funds to be received from FSF within Fund 152 (Tourist Development) and Cost Center 5305 (Tourist Development - Marketing & Promotion).

**RECOMMENDED ACTION**

**Move to adopt Resolution 22-23-51 for Budget Amendment 22-23-038 for a Florida Sports Foundation Major Grant in the amount of \$13,974.00 awarded to the Tourist Development Council for support to the 2022 Spartan Race & Spartan Kids World Championship.**

**FISCAL IMPACT**

The fiscal impact will be an estimated increase of \$13,974.00 to Fund 152 (Tourist Development) and will be appropriated in cost center 5305 (Marketing & Promotions).

Attachments: [22-23-038 Project 22039 2022 Spartan Race \(BA\).pdf](#)  
[22-23-038R Project 22039 2022 Spartan Race \(Resolution\).pdf](#)



## RESOLUTION NO. 22-23-51

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA  
PERTAINING TO BUDGET AMENDMENT 22-23-038 TO  
THE TOURISM DEVELOPMENT TRUST FUND;  
PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT;  
PROVIDING FOR APPROVAL OF BUDGET AMENDMENT;  
PROVIDING FOR THE IMPLEMENTATION OF  
ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS  
CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS;  
PROVIDING FOR CONFLICTS; PROVIDING FOR  
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Highlands County has determined that the following budget amendment is necessary and proper within the Tourism Development Trust Fund.

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

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

**SECTION 2.        Approval of Budget Amendment.** Budget Amendment 22-23-038 is hereby approved and authorized to appropriate State Grant awarded funding for FSF Major Grant for Spartan Race & Spartan Kids World Championship 2022 to Project #22039 for FY22/23. The net fiscal impact is an increase in the amount of \$13,974.00.

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

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

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

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

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

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

PASSED AND ADOPTED this 5<sup>th</sup> day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

**PRESENTER: Helen Lopez, Building Department Administrator**

**SUBJECT/TITLE: Continuation of Other Personnel Services (OPS) Employment for D. Hawkins and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.**

---

**STATEMENT OF ISSUE**

The volume of building permits and customers has been high for the last couple of years and staff has been unable to keep up with the workload. Part of the office staff duties is to scan and index permitting documents for records retention. The office staff has not had the time to complete the scanning and indexing in addition to assisting the customers. Therefore, an OPS position was approved on October 27, 2021 to assist with scanning and indexing.

D. Hawkins, employee number 8651, was hired on March 14, 2022 and has done well with the scanning and indexing; however, the Building Division continues to stay busy, and we anticipate needing this position for the foreseeable future due to the peak workload. Section 402:4 of the Highlands County Personnel Rules and Regulations requires approval by the Board of County Commissioners to allow temporary OPS employees to work for periods greater than six (6) months.

If approved, the Florida Retirement System requires payment into the retirement fund from the start date of employment until the end of employment. The estimated fiscal impact for Fiscal Year 22/23 is \$4,422.00.

**RECOMMENDED ACTION**

**Move to approve the continuation of Other Personnel Services (OPS) employment for D. Hawkins, employee number 8651, and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.**

**FISCAL IMPACT**

The fiscal impact is estimated to be \$4,422.00 from cost center 3440A (Building Division) account 52200 (Retirement Contributions) for payment to the Florida Retirement System from March 14, 2022.

Attachments:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

**PRESENTER:** James D. Langford, P.E., Assistant County Engineer  
Kenya A. Anderson, MSP, Project Manager

**SUBJECT/TITLE:** Request approval of Amendment 5 to the agreement between Highlands County and Excavation Point, Inc., for the construction of the CR 623 (Kenilworth Blvd) Mill and Resurfacing Project No. 18009, and ITB No. 21-003.

---

**STATEMENT OF ISSUE**

Attached for your approval is Amendment 5 between Highlands County and Excavation Point, Inc. to allow the contractor to amend the contract to repair areas of drop off caused by vehicle run off at the edge of pavement. The net change order amount will be \$32,879.00

The Board Attorney has reviewed and approved Agreement 5. Kenya A. Anderson is the project manager for this project. Daniel W. Schroeder, P.E. of AIM Engineering and Surveying, Inc., is the engineer of record.

**RECOMMENDED ACTION**

**Move to approve Amendment 5 to the agreement between Highlands County and Excavation Point, Inc., for the construction of the CR 623 (Kenilworth Blvd) Mill and Resurfacing Project No. 18009, and ITB No. 21-003.**

**FISCAL IMPACT**

The fiscal impact to Fund 151 (Infrastructure Surtax) and the overall budget will be \$32,879.00 as funding for this amendment is available in Project 18009 (CR623 From Haywood Taylor Blvd to Mini Ranch Rd), Account No. 56301Z (Project Capital Improvements), which is being funded 100% through a grant from FDOT and was included in the FY 21/22 Adopted Budget, approved on September 21, 2021.

Attachments: [CR 623 Kenilworth\\_Location Map.pdf](#)  
[21-003 Amendment 5 CR 623 Remilling.CEB.pdf](#)



| REVISIONS                                                                                                                                                    |    |             | STATUS                     | DESIGNED BY:<br>KENYA ANDERSON | HIGHLANDS COUNTY<br>ENGINEERING DEPARTMENT<br>505 S. COMMERCE AVENUE<br>SEBRING, FLORIDA 33870 |  | KENILWORTH BOULEVARD<br>MILLING & RESURFACING<br>LOCATION MAP | SCALE:<br>HORIZ. 1"=500'<br>VERT. N/A |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------|----------------------------|--------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------|-----------|
| DATE                                                                                                                                                         | BY | DESCRIPTION |                            |                                |                                                                                                |                                                                                       |                                                               | PROJECT NO.<br>18009                  | REV.<br>0 |
|                                                                                                                                                              |    |             |                            |                                |                                                                                                |                                                                                       |                                                               |                                       |           |
|                                                                                                                                                              |    |             |                            |                                |                                                                                                |                                                                                       |                                                               |                                       |           |
|                                                                                                                                                              |    |             |                            |                                |                                                                                                |                                                                                       |                                                               |                                       |           |
| G:\PROJECTS\2018\18009 CR 623 Haywood Taylor to Mini Ranch\CR 623 Kenilworth_Location Map.dwg, 11x17, Mahoney, Stacey Colors As Black Except Gray Colors.ctb |    |             | FOR<br>INFORMATION<br>ONLY | DATE:<br>5/31/2019             | APPROVED BY: JAMES DAVID LANGFORD, JR., P.E.<br>FLORIDA REGISTRATION NO.: 78402                | DATE:                                                                                 | SHEET 1 OF 1                                                  |                                       |           |

## **AMENDMENT 5 TO AGREEMENT**

**THIS AMENDMENT 5** is made by and between Highlands County, Florida, a political subdivision of the State of Florida, 600 S. Commerce Avenue, Sebring, Florida 33870 (County), and Excavation Point, Inc. (Contractor), and shall modify the terms and conditions of that Agreement between the parties dated November 29, 2021, approved by the County on December 7, 2021 (Agreement).

**WHEREAS**, pursuant to the Contractor is responsible for milling and resurfacing Kenilworth Boulevard and Mini Ranch Road West and Haywood Taylor Boulevard; and

**WHEREAS**, the parties have determined that it is in their mutual best interest to amend the Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the County and Contractor agree as follows:

1. Exhibit "A", Compensation, as provided for in Exhibit "A" of the Agreement and revised pursuant to Amendment 4 dated October 4, 2022, is amended due to the change in scope as provided in ITB 21-003, incorporated as Exhibit "A" as follows:

Repair areas of drop off caused by traffic run off edge of pavement

Remove 2' wide average depth of 3"

Place 2' wide average 3" thickness SP9.5 asphalt, approximately 1100LF

Remove and replace thermoplastic edge line

Price includes all necessary maintenance of traffic

|                            |              |
|----------------------------|--------------|
| Remove and replace asphalt | \$ 24,079.00 |
|----------------------------|--------------|

|                        |             |
|------------------------|-------------|
| Maintenance of traffic | \$ 3,179.00 |
|------------------------|-------------|

|                                                    |             |
|----------------------------------------------------|-------------|
| Remove and replace thermoplastic pavement markings | \$ 5,621.00 |
|----------------------------------------------------|-------------|

|                  |                     |
|------------------|---------------------|
| <b>TOTAL ADD</b> | <b>\$ 32,879.00</b> |
|------------------|---------------------|

2. All of the terms and conditions of the Agreement shall remain in full force and effect, and to the extent of any conflict between this Amendment 5 and any previous Agreements between the parties, this Amendment 5 shall prevail.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this \_\_\_\_ day of \_\_\_\_\_, 2022.

**BOARD OF COUNTY COMMISSIONERS OF  
HIGHLANDS COUNTY**

\_\_\_\_\_  
Chris Campbell, Chair

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk

**EXCAVATION POINT, INC.**

\_\_\_\_\_  
Print: \_\_\_\_\_

Title: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization of \_\_\_\_\_, as \_\_\_\_\_, of Excavation Point, Inc., who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Corporation, and who is personally known to me or who produced \_\_\_\_\_ as identification, and who did/did not take an oath this \_\_\_\_ day of \_\_\_\_\_, 2022.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

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

**SUBJECT/TITLE: Request approval of the Nu-Hope Elder Care Services, Inc., a Florida Non-Profit Corporation Grant Agreement.**

---

**STATEMENT OF ISSUE**

This is a grant agreement for \$46,886 that was approved in the FY 22-23 Adopted Budget for the Nu-Hope Elder Care Services, Inc., a Florida Non-Profit Corporation, for the purpose of local match dollars for securing Federal and State grants. The grant agreement is required before distribution of funds to the outside agency.

**RECOMMENDED ACTION**

**Move to approve the Nu-Hope Elder Care Services, Inc., a Florida Non-Profit Corporation Grant Agreement.**

**FISCAL IMPACT**

This grant award of \$46,886 was approved in the Adopted Budget for FY 22/23 on September 20, 2022.

Attachments: [Nu-Hope Agreement FY23 1.5.23.pdf](#)

## **AGREEMENT**

**THIS AGREEMENT** is made by and between the BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, a political subdivision of the State of Florida, 600 South Commerce Avenue, Sebring, Florida 33870, hereinafter referred to as the “COUNTY”, and NU-HOPE ELDER CARE SERVICES, INC. a Florida Non-Profit Corporation, 3530 Office Park Road, Sebring Florida 33870; FEIN: 59-1649814, hereinafter referred to as the “CONTRACTOR”.

### **WITNESSETH:**

**WHEREAS**, the COUNTY provides funding to recipients of Federal and State Grants for the purpose of local matching dollars; and,

**WHEREAS**, the CONTRACTOR is one of these recipients and provides services to eligible elderly residents in Highlands County; and,

**WHEREAS**, the parties hereto have agreed to the terms and conditions cited herein;

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the parties 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 be for a period of one (1) year beginning on October 1, 2022 through September 30, 2023.

#### **SECTION 3.           SCOPE OF SERVICES.**

The CONTRACTOR shall be responsible for performing the services 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.

#### **SECTION 4.           WARRANTY.**

The CONTRACTOR 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 CONTRACTOR is called to perform warranty work, the CONTRACTOR will be responsible for all costs incurred in repairing the warranted 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 CONTRACTOR.**

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

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

**SECTION 6.**                    **STANDARD OF CARE.**

- A. The CONTRACTOR 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 CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill, and ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner consistent with the COUNTY's stated objectives and standards.
- B. The CONTRACTOR 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 7.**                    **COMPENSATION.**

- A. Compensation for services completed by the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, the COUNTY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem, so long as the COUNTY has provided notice of defect to the CONTRACTOR.

**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 CONTRACTOR, the COUNTY shall compensate the CONTRACTOR 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 CONTRACTOR, or at the written request of the CONTRACTOR, the COUNTY shall compensate the CONTRACTOR 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 CONTRACTOR.

**SECTION 10.                   INSURANCE.**

- A. The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR,
  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 CONTRACTOR's obligation to fulfill the insurance requirements specified herein.
- D. The CONTRACTOR 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 CONTRACTOR shall maintain proof of same on file and made readily available upon request by the COUNTY.

**SECTION 11.**      **COUNTY OBLIGATIONS.**

At the CONTRACTOR's request, the COUNTY agrees to provide, at no cost, all pertinent information known to be available to the COUNTY to assist the CONTRACTOR 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](mailto:HCBCCRECORDS@HIGHLANDSFL.GOV)**

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

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

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

#### **SECTION 15. INDEPENDENT CONTRACTOR.**

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, 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 CONTRACTOR will retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder.

#### **SECTION 16. APPLICABLE LICENSING.**

The CONTRACTOR, 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 CONTRACTOR, 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 CONTRACTOR 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 CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The CONTRACTOR 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 CONTRACTOR, 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 19.            BANKRUPTCY OR INSOLVENCY.**

If the CONTRACTOR 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 CONTRACTOR shall be appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONTRACTOR'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 CONTRACTOR 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 CONTRACTOR. All notices required and/or made pursuant to this Agreement to be given to the CLERK and the CONTRACTOR 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: Laurie Hurner  
600 South Commerce Avenue  
Sebring, Florida 33870

*Copy to:* Roper, P.A.  
Sherry G. Sutphen, Esquire  
2707 E. Jefferson Street  
Orlando, Florida 32803  
[Ssutphen@Roperpa.com](mailto:Ssutphen@Roperpa.com)

CONTRACTOR: NU-HOPE ELDER CARE SERVICES, Inc.  
3530 Office Park Road  
Sebring, FL 33810

**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 CONTRACTOR 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 CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that the CONTRACTOR 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 CONTRACTOR warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The CONTRACTOR 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 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 CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors 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 CONTRACTOR 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 CONTRACTOR, 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 CONTRACTOR 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 CONTRACTOR must comply with the Employment Eligibility Verification Program (“E-Verify Program”) developed by the federal government to verify the eligibility individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the COUNTY without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR’s breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

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

The CONTRACTOR 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 5 day of January, 2023.

**CONTRACTOR**

By: Debra Slade

Print: Debra Slade

Title: Executive Director

**STATE OF FLORIDA**

**COUNTY OF** Highlands

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization of Debra Slade, as Executive Director of Nu-Hope Elder Care Services who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced as identification, and who did/did not take an oath this 13 day of December, 2022.

(stamp)

Katherine Stoll  
NOTARY PUBLIC, State of Florida



**KATHERINE STOLL**  
Notary Public  
State of Florida  
Comm# HH321817  
Expires 11/5/2026

**BOARD OF COUNTY COMMISSIONERS OF  
HIGHLANDS COUNTY**

\_\_\_\_\_  
Chris Campbell, Chairman

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk

**Exhibit “A”  
Scope of Services**

Supporting Seniors - Strengthening Communities

April 1, 2022

David Nitz, Office of Management & Budget  
600 South Commerce Avenue, Suite B233  
Sebring, Florida 33870

RE: 2022-2023 Highlands County Grant Request

Dear Mr. Nitz,

Attached is a copy of this organization's FY 2022-2023 Federal, State and Local grants budget. NU-HOPE Elder Care Services, Inc. (NU-HOPE) serves as the Designated Lead Agency of Home and Community-Based Services coordinator and provider of services for seniors in Highlands County. Since its inception, NU-HOPE has acted as a partner with Federal, State, and local government in the provision of aging services.

For 46 years, NU-HOPE has addressed the needs of seniors. The agency's focus and responsibility is to provide comprehensive home and community-based services to older adults and their caregivers.

The State of Florida has long recognized that the provision of aging services is a function of government. As the Designated Lead Agency of Home and Community-Based Services, NU-HOPE provides cost-effective ways of keeping elders in their own homes and preventing inappropriate or unnecessary institutional placement.

The existence, funding, oversight, and evaluation of Lead Agencies are all mandated by Florida Law and are incorporated in Chapter 430 of the Florida Statutes. In particular, the Community Care for the Elderly Act (F.S. 430.201-205) details this governmental involvement.

The Florida Statutes and the Florida Department of Elder Affairs provide local governments with the authority to serve directly as the Lead Agency for coordinating/providing aging services. They also require local entities to provide a 10 percent "local match" to support program operations. As shown in the attached spreadsheet, securing State General Revenue and Federal (Older Americans Act) grants require a guaranteed match of \$101,665. NU-HOPE Elder Care Services, Inc. is respectfully **requesting \$46,886** during FY 2022-2023.

Due to the economic demands, increase in minimum wage and the actual cost of doing business, the match money that is required is often considerably more.

NU-HOPE Elder Care Services, Inc. and the NU-HOPE Board of Directors continue to work to secure required match monies. This becomes increasingly more difficult due to the rise in costs associated with doing business. We accomplish this task through our Thrift Stores, private donations, churches, organizations, and fundraising events.

Our main goal is to provide the best and most economical care to the seniors of this County as possible. NU-HOPE would like to thank you for the opportunity to submit this request and we hope that together we can ensure the elders of Highlands County can look forward to aging with dignity.

Sincerely,



Debra Slade,  
Executive Director

**Serving Highlands and Hardee Counties.**

NU-HOPE Elder Care Services, Inc. is a non-profit corporation that administers state and federal grants for elder services in agreement with the Florida Department of Elder Affairs and the Senior Connection Center.



NU-HOPE ELDER CARE SERVICES, INC.

FISCAL YEAR 2022-2023 PROGRAMS BUDGET

|                                                                          | Older American Act (OAA) |              |              |             | Emergency Energy Assist. (EHEAEP) | Community Care for the Elderly (CCE) | Alzheimer's Disease Initiative (ADI) | Home Care for the Elderly (HCE) | TOTAL       |          |
|--------------------------------------------------------------------------|--------------------------|--------------|--------------|-------------|-----------------------------------|--------------------------------------|--------------------------------------|---------------------------------|-------------|----------|
|                                                                          | Title III-B              | Title III-C1 | Title III-C2 | Title III-E |                                   |                                      |                                      |                                 |             |          |
| Adult Day Care                                                           |                          |              |              |             |                                   | 27,573                               | 21,597                               |                                 | 49,170      |          |
| Case Management (CM)                                                     |                          |              |              |             |                                   | 85,783                               | 10,394                               | 7,919                           | 104,096     |          |
| Case Aide (CA)                                                           |                          |              |              |             |                                   | 1,797                                | 367                                  | 196                             | 2,360       |          |
| Congregate Meals (CNML)                                                  |                          | 132,519      |              |             |                                   |                                      |                                      |                                 | 132,519     |          |
| Caregiver Education/Training                                             |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
| Education/Training                                                       | 3,586                    |              |              |             |                                   |                                      |                                      |                                 | 3,586       |          |
| Emergency Alert Response (EAR)                                           | 3,174                    |              |              |             |                                   | 10,674                               |                                      |                                 | 13,848      |          |
| Emergency Home Energy (EHEAEP)                                           |                          |              |              |             | 34,940                            |                                      |                                      |                                 | 34,940      |          |
| Health Support                                                           | 3,005                    |              |              |             |                                   |                                      |                                      |                                 | 3,005       |          |
| Home Delivered Meals (HDM)                                               |                          |              | 260,546      |             |                                   | 26,715                               |                                      |                                 | 287,261     |          |
| Homemaker (HMK)                                                          | 95,480                   |              |              |             |                                   | 98,868                               |                                      |                                 | 194,348     |          |
| Transportation (TRS)                                                     | 39,808                   |              |              |             |                                   | 4,849                                | 31                                   |                                 | 44,688      |          |
| Nutrition Education (NTED)                                               |                          | 475          | 1,254        |             |                                   |                                      |                                      |                                 | 1,729       |          |
| Nutrition Counseling (NUCOI)                                             |                          | 125          | 125          |             |                                   |                                      |                                      |                                 | 250         |          |
| Outreach (OTR)                                                           |                          | 4,550        | 4,550        |             | 15,576                            |                                      |                                      |                                 | 24,676      |          |
| Personal Care (PECA)                                                     |                          |              |              |             |                                   | 48,653                               |                                      |                                 | 48,653      |          |
| Recreation                                                               | 2,810                    |              |              |             |                                   |                                      |                                      |                                 | 2,810       |          |
| Respite (RESP)                                                           | 48,490                   |              |              | 46,926      |                                   | 229,681                              | 142,793                              |                                 | 467,890     |          |
| Screening/Assessments                                                    |                          | 3,585        | 6,210        |             |                                   |                                      |                                      |                                 | 9,795       |          |
| Client Material Aid/Specialized Medical Equipment, Services and Supplies | 25,653                   |              |              | 2,661       |                                   | 40,190                               | 3,532                                |                                 | 72,036      |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
| TOTAL EXPENSES                                                           | 222,006                  | 141,254      | 272,685      | 49,587      | 50,516                            | 574,783                              | 178,714                              | 8,115                           | 1,497,660   |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
| Federal/State Grants                                                     | 181,807                  | 112,392      | 192,793      | 41,209      | 41,964                            | 494,770                              | 167,151                              | 4,901                           | \$1,236,987 |          |
| *Required Matching Funds (11%)                                           | \$20,201                 | \$12,488     | \$21,422     | \$4,579     | 0                                 | \$42,975                             | 0                                    | 0                               | \$101,665   |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 |             | \$46,886 |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 |             | \$54,779 |
| **Supplementary Funding (Excess Match)                                   | \$19,598                 | \$6,971      | \$10,161     | \$3,749     | \$8,552                           | \$25,038                             | \$8,913                              | \$3,214                         | \$86,196    |          |
| US Dept Agriculture Funds (NSIP)                                         |                          | 9,053        | 20,229       |             |                                   | 0                                    |                                      |                                 | 29,282      |          |
| Program Income / Client Co-Pay                                           | 400                      | 350          | 450          | 50          |                                   | 12,000                               | 2,650                                |                                 | 15,900      |          |
| LTCMC Program                                                            |                          |              |              |             |                                   |                                      |                                      |                                 | 0           |          |
| United Way of Central Florida (Meal Program Assistance)                  |                          |              | 27,630       |             |                                   | 0                                    |                                      |                                 | 27,630      |          |
|                                                                          |                          |              |              |             |                                   |                                      |                                      |                                 |             |          |
| TOTAL REVENUE                                                            | 222,006                  | 141,254      | 272,685      | 49,587      | 50,516                            | 574,783                              | 178,714                              | 8,115                           | 1,497,660   |          |

Requested Grant: Highlands County Board of County Commissioners

\*\*\*NU-HOPE Board of Directors Funding

**\* Required Matching Funds:** The Federal (OAA) and State (CCE) grants received by NU-HOPE Elder Care Services have a required local match that must be guaranteed by our organization in order to receive grant funding. The required match is 11% of the total awarded funding for each program. CCE grant requires a client co-pay to receive services and that money is to be applied to the 11% required matching funds. If NU-HOPE is unable to guarantee that these funds will be provided, we are unable to qualify for that grant.

**\*\*Supplementary Funding (Excess Match):** This includes expenses that are in excess of the reimbursement rate for services but which are essential for the organization to provide services.

**\*\*\* NU-HOPE Board of Directors Funding:** These are funds that are raised within the community by NU-HOPE Elder Care Services through donations, our two annual fundraisers (golf tournament and speakeasy soiree), and proceeds from our two Thrift Stores. Unfortunately, our two thrift stores have had to close due to COVID-19 resulting in the loss of revenue which is used as the required Board of Directors Funding.

## Exhibit "B"

**Highlands County**  
**Expenditures By Cost Center - Detail 1 Year**

Center: 5224 NU HOPE

| Fund                      | Account | Proj/Acct | Title                       | 2021 - 2022<br>Budget | 2021 - 2022<br>Actuals | Current EOY<br>Projection | 2022 - 2023<br>Request | Variance |
|---------------------------|---------|-----------|-----------------------------|-----------------------|------------------------|---------------------------|------------------------|----------|
| 005                       | 53439   | 56900     | PROJECT HOPE                | \$46,886              | \$23,451               | \$0                       | \$46,886               | 0.0%     |
|                           |         |           | NU-HOPE ELDER CARE SERVICES |                       |                        |                           | \$46,886               |          |
| Non Personal Expenditures |         |           |                             | \$46,886              | \$23,451               | \$0                       | \$46,886               | 0.0%     |
| Center: 5224 NU HOPE      |         |           |                             | \$46,886              | \$23,451               | \$0                       | \$46,886               | 0.0%     |

**Exhibit “B”**

**COMPENSATION**

The COUNTY agrees to pay the CONTRACTOR FORTY-SIX THOUSAND EIGHT HUNDRED EIGHTY-SIX DOLLARS AND NO/100 (\$46,886.00) for providing the services described on Attachment A (CONTRACTOR’S Request for Funding). The COUNTY will release the funds on a monthly basis. The CONTRACTOR shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. The CONTRACTOR and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure made prior to the effective date of the contract or for any expenditure or amount in excess of the amount stated in this paragraph.

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

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:** Leah Sauls, Development Services Director  
Casey Hartt, Lead Tourism Marketing Consultant

**SUBJECT/TITLE:** Request to adopt Resolution 22-23-50 for Budget Amendment 22-23-037 for a Florida Sports Foundation Small Market Grant in the amount of \$2,291.00 awarded to the Tourist Development Council for support to the Gran Fondo New York (GFNY) Florida Sebring Cycling and Marathon 2022 events.

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**STATEMENT OF ISSUE**

On December 6, 2022 the Highlands County Board of County Commissioners approved to accept a grant awarded to the Tourist Development Council (TDC) in the amount of \$2,291.00 from the Florida Sports Foundation (FSF) to support the reimbursable grant between the TDC and GFNY for the Florida Sebring Cycling and Marathon 2022 events.

The Budget Amendment is proposed to allocate the funds to be received from FSF within Fund 152 (Tourist Development) and Cost Center 5305 (Tourist Development - Marketing & Promotion).

**RECOMMENDED ACTION**

**Move to adopt Resolution 22-23-50 for Budget Amendment 22-23-037 for a Florida Sports Foundation Small Market Grant in the amount of \$2,291.00 awarded to the Tourist Development Council for support to the Gran Fondo New York (GFNY) Florida Sebring Cycling and Marathon 2022 events.**

**FISCAL IMPACT**

The fiscal impact will be an estimated increase of \$2,291.00 to Fund 152 (Tourist Development) and will be appropriated in cost center 5305 (Marketing & Promotions).

Attachments: [22-23-037 Project 22038 2022 GFNY Sebring \(BA\).pdf](#)  
[22-23-037R Project 22038 2022 GFNY Sebring \(Resolution\).pdf](#)

**BOARD OF COUNTY COMMISSIONERS**

## BUDGET AMENDMENTS

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

DATE: 12/14/2022

SUBMITTED BY: **Reagan Fultz**

FUND(S): **152** FUND TITLE(S): **Tourist Development Trust** COST CENTER(S) #: **5305**

|               |              |                   |                          |                       |                                                       |
|---------------|--------------|-------------------|--------------------------|-----------------------|-------------------------------------------------------|
| PROJECT(S) #: | <b>22038</b> | PROJECT TITLE(S): | <b>GFNY Sebring 2022</b> | COST CENTER TITLE(S): | <b>Tourist Development - Marketing and Promotions</b> |
|---------------|--------------|-------------------|--------------------------|-----------------------|-------------------------------------------------------|

\*list additional cost centers on reverse side of form

[illegible]

REASON: To assign Project # 22038 and appropriate funds the County will be receiving in the amount of \$2,291.00 from the Florida Sports Foundation (FSF) Small Market Grant to support the reimbursable grant agreement between the Tourism Development Council (TDC) and Gran Fondo New York (GFNY) for the 2022 GFNY Florida Sebring Cycling and Marathon events.

**OFFICE USE ONLY**

**OMB RECOMMENDATION:**

REQUEST # 22-23-037

**TRANSFER TYPE:**

Approval

**ACTION:**

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

County Administrator                      Approved                      Denied

ITEM TO ITEM

RESERVE

XX BY RESOLUTION

SUPPLEMENTAL BUDGET

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

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

DATE:            /            /

Posted by Clerk:

## **RESOLUTION NO. 22-23-50**

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA  
PERTAINING TO BUDGET AMENDMENT 22-23-037 TO  
THE TOURISM DEVELOPMENT TRUST FUND;  
PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT;  
PROVIDING FOR APPROVAL OF BUDGET AMENDMENT;  
PROVIDING FOR THE IMPLEMENTATION OF  
ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS  
CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS;  
PROVIDING FOR CONFLICTS; PROVIDING FOR  
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Highlands County has determined that the following budget amendment is necessary and proper within the Tourism Development Trust Fund.

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

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

**SECTION 2.        Approval of Budget Amendment.** Budget Amendment 22-23-037 is hereby approved and authorized to appropriate State Grant awarded funding for FSF Small Market Grant for GFNY Florida Sebring Cycling and Marathon 2022 to Project 22038 for FY22/23. The net fiscal impact is an increase in the amount of \$2,291.00.

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

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

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

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

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

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

PASSED AND ADOPTED this 5th day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

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

**SUBJECT/TITLE: Request approval of the Peace River Center for Personal Development, Inc., a Florida Non-Profit Corporation Grant Agreement.**

---

**STATEMENT OF ISSUE**

This is a grant agreement for \$30,000 that was approved in the FY 22/23 Adopted Budget for the Peace River Center for Personal Development, Inc., a Florida Non-Profit Corporation, for the purpose of local match dollars for maintaining and staffing a Domestic Violence Safehouse for Highlands County. The grant agreement is required before distribution of funds to the outside agency.

**RECOMMENDED ACTION**

**Move to approve the Peace River Center for Personal Development, Inc., a Florida Non-Profit Corporation Grant Agreement.**

**FISCAL IMPACT**

This grant award of \$30,000 was approved in the Adopted Budget for FY 22/23 on September 20, 2022.

Attachments: [Peace River Center Agreement FY23 1.5.23.pdf](#)

## **GRANT AGREEMENT**

**THIS AGREEMENT** is made by and between the BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, a political subdivision of the State of Florida, 600 South Commerce Avenue, Sebring, Florida 33870, hereinafter referred to as the "COUNTY", and PEACE RIVER CENTER FOR PERSONAL DEVELOPMENT, INC., a Florida Non-Profit Corporation, P.O. Box 1559, Bartow, Florida 33831-1559; FEIN: 59-0818924, hereinafter referred to as the "CONTRACTOR".

### **WITNESSETH:**

**WHEREAS**, the COUNTY provides funding to recipients of Federal and State Grants for the purpose of local matching dollars; and,

**WHEREAS**, the CONTRACTOR is one of these recipients and provides a domestic violence safe house for Highlands County pursuant to Contractor's Request for Funding dated March 15, 2022; and,

**WHEREAS**, the parties hereto have agreed to the terms and conditions cited herein;

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the parties 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 be for a period of one (1) year beginning on October 1, 2022 through September 30, 2023.

#### **SECTION 3. SCOPE OF SERVICES.**

The CONTRACTOR shall be responsible for performing the services 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.

#### **SECTION 4. WARRANTY.**

The CONTRACTOR 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 CONTRACTOR is called to perform warranty work, the CONTRACTOR will be responsible for all costs incurred in repairing the warranted 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 CONTRACTOR.**

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

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

**SECTION 6.**                    **STANDARD OF CARE.**

- A. The CONTRACTOR 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 CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill, and ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner consistent with the COUNTY's stated objectives and standards.
- B. The CONTRACTOR 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 7.**                    **COMPENSATION.**

- A. Compensation for services completed by the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, the COUNTY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem, so long as the COUNTY has provided notice of defect to the CONTRACTOR.

**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 CONTRACTOR, the COUNTY shall compensate the CONTRACTOR 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 CONTRACTOR, or at the written request of the CONTRACTOR, the COUNTY shall compensate the CONTRACTOR 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 CONTRACTOR.

**SECTION 10. INSURANCE.**

- A. The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR,
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 CONTRACTOR's obligation to fulfill the insurance requirements specified herein.

D. The CONTRACTOR 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 CONTRACTOR shall maintain proof of same on file and made readily available upon request by the COUNTY.

**SECTION 11.**        **COUNTY OBLIGATIONS.**

At the CONTRACTOR's request, the COUNTY agrees to provide, at no cost, all pertinent information known to be available to the COUNTY to assist the CONTRACTOR 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](mailto:HCBCCRECORDS@HIGHLANDSFL.GOV)**

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

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

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

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

**SECTION 15. INDEPENDENT CONTRACTOR.**

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, 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 CONTRACTOR will retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder.

**SECTION 16. APPLICABLE LICENSING.**

The CONTRACTOR, 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 CONTRACTOR, 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 CONTRACTOR 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 CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The CONTRACTOR 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 CONTRACTOR, 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 19.            BANKRUPTCY OR INSOLVENCY.**

If the CONTRACTOR 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 CONTRACTOR shall be appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONTRACTOR'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 CONTRACTOR 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 CONTRACTOR. All notices required and/or made pursuant to this Agreement to be given to the CLERK and the CONTRACTOR 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: Laurie Hurner  
600 South Commerce Avenue  
Sebring, Florida 33870

*Copy to:* Roper, P.A.  
Sherry G. Sutphen, Esquire  
2707 E. Jefferson Street  
Orlando, Florida 32803  
[Ssutphen@Roperpa.com](mailto:Ssutphen@Roperpa.com)

CONTRACTOR: Peace River Center for Personal Development, Inc.  
P.O. Box 1559  
Bartow, FL 33831-1559

**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 CONTRACTOR 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 CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that the CONTRACTOR 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 CONTRACTOR warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The CONTRACTOR 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 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 CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors 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 CONTRACTOR 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 CONTRACTOR, 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 CONTRACTOR 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 CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the COUNTY without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR's breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

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

The CONTRACTOR 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 5 day of January, 2023.

**CONTRACTOR**

By: Larry G. Williams, Jr.

Print: Larry G. Williams, Jr.

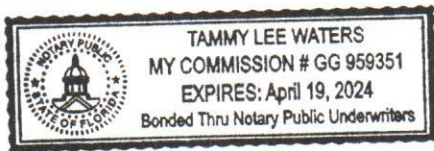
Title: Chief Executive Officer

**STATE OF FLORIDA**

**COUNTY OF** Polk

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization of Larry Williams, as CEO, of Peace River Center, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced personally known as identification, and who did/did not take an oath this 19 day of December, 2022.

(stamp)



[Signature]

NOTARY PUBLIC, State of Florida

**BOARD OF COUNTY COMMISSIONERS OF  
HIGHLANDS COUNTY**

Chris Campbell, Chairman

ATTEST:

Jerome Kaszubowski, Clerk

**Exhibit "A"**  
**Scope of Services**

Exhibit "A"



March 15, 2022

Highlands County Office of Management & Budget  
Attn: Mr. David Nitz  
Budget Manager  
600 South Commerce Avenue, Suite B-233  
Sebring, Florida 33870

Re: Peace River Center 2022-2023 Funding Request

Dear Mr. Nitz:

Peace River Center is requesting funding from Highlands County in the amount of **\$185,400** for the upcoming **2022-2023** fiscal year in support of our Crisis and Restoration Services and our Safehouse. This amount is consistent to our previous year's request.

- We ask that you commit **\$120,400** to assist in operating PRC's Crisis and Restoration Services.
- We ask that you commit **\$ 30,000** for continued partial support of Peace River Center's Safehouse. **5225 53400**
- We ask that you commit **\$ 35,000** for continued support of the provision of Outpatient Therapy services to unfunded residents of Highlands County.

Your partnership in funding critical mental health services, and to support survivors of domestic violence positively impacts and strengthens our communities.

Because of this partnership, we continue to provide access points for community mental health treatment at the Avon Park office of Central Florida Health Care. The need for outpatient services to uninsured and underinsured Highlands County residents continues to increase. In addition to providing services in FY 2022-2023, Peace River Center plans to offer free Mental Health First Aid courses to public safety employees and residents of Highlands County. This funding was made possible by a grant from the Florida Blue Foundation.

We do request the opportunity to meet with Budget Staff and the County Commission to discuss the evolving community need and any funding opportunities available.

As always, Peace River Center appreciates the continuing support of Highlands County. If I can provide any further information, please feel free to contact me at (863) 519-0575, Extension 6005.

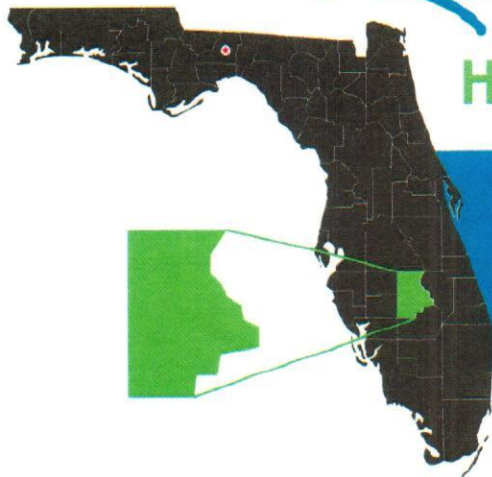
Respectfully,

David Tournade  
Chief Financial Officer



P.O. Box 1559, Bartow, FL 33831-1559 • Phone 863.519.0575 • Fax 863.519.0728  
[www.peacrivercenter.org](http://www.peacrivercenter.org)  
Serving Hardee, Highlands and Polk Counties since 1948





## HIGHLANDS COUNTY IMPACT

### MISSION:

Our mission is to engage, restore, and empower individuals in our community to reach their fullest potential.

### Value of Services/Charges for Highlands County

# \$3,294,100\*

\*Value of treatment does not include clients seen by Domestic Violence or Rape Recovery Staff

# 412

Total Individuals Served by CSU

### CRISIS STABILIZATION UNIT (CSU)



# 375

Adults CSU Admissions



# 159

Youth CSU Admissions

# 517

Total Individuals Served by Outpatient Therapy

### OUTPATIENT THERAPY



# 306

Adult Outpatient Therapy Clients



# 211

Youth Outpatient Therapy Clients

### ADDITIONAL SERVICES



# 278

Crisis Response Team Call/Assessments



# 365

Clients Receiving Medication Management Services and Psychiatric Assessments



# 3,922

Total Services Provided by Victim Services

### PRC Highlands Crisis Lines

Rape Recovery Program 24-Hour Crisis Line: 863.413.2707  
Toll-free 24-Hour Crisis Line: 877.688.5077

Domestic Violence (DV) 24-Hour Crisis Line: 863.386.1167  
DV Outreach Line: 863.386.1167

Crisis Response Team Sebring Office  
400 S Eucalyptus St  
Sebring, FL 33870  
863.519.3744

### PRC Highlands County Locations

**Avon Park**  
950 CR 17A W  
Avon Park, FL 33825

**Lake Placid**  
Florida Department of Health  
106 North Main Ave  
Lake Placid, FL 33852

**Sebring**  
Sebring Domestic Violence Shelter  
\*Confidential Location

Sebring Victim Services Office  
1570 Lakeview Dr  
Sebring, FL 33870  
863.604.4774



# Client Testimonial

Children's Services Highlands County

**Everything changed for the better when our Peace River Center targeted case manager and therapist came into our lives.**



"I am the parent of an amazing younger child who attends different services through Peace River Center and has for a few years. Quite often our child falls through the psychiatric cracks due to also have a diagnosis of autism.

When our targeted case manager and therapist came into our lives everything changed for the better. That does not mean the path has been an easy one, it means that we felt supported as a whole family and that our child was cared for and not just a name on a piece of paper. It is strenuous enough emotionally and mentally parenting a child so young needing these services let alone the fear of am I making the right decision? Is she going to be safe? Do they care about the outcome of her care? With Peace River Center not one of these is a concern for us.

The amount of information provided to us for the entire family to maneuver through what at times felt like quicksand was our lifeline. We have dealt with the nightmare of the process for residential care and insurance companies failing us horribly and when I say I fought hard, I fought hard because as parents we have to not give up. It was a fight that would not have been won without the team of people that supported our little girl and did everything in their power to get her the care she not only needed, she deserves. It has renewed our confidence and belief in all of this when it so easily could have been lost. **Our family is forever grateful."**

*Stock photo used for confidentiality*

Exhibit "B"

Highlands County  
Expenditures By Cost Center - Detail 1 Year

Center: 5225 NON-PROFIT COMMUNITY AGENCIES

| Fund                                       | Account | Proj/Acct | Title                                            | 2021 - 2022<br>Budget | 2021 - 2022<br>Actuals | Current EOY<br>Projection | 2022 - 2023<br>Request | Variance |
|--------------------------------------------|---------|-----------|--------------------------------------------------|-----------------------|------------------------|---------------------------|------------------------|----------|
| 005                                        | 53400   | 56900     | CONTRACTUAL SERVICES<br>PEACE RIVER'S SAFE HOUSE | \$30,000              | \$20,000               | \$0                       | \$30,000<br>\$30,000   | 0.0%     |
| Non Personal Expenditures                  |         |           |                                                  | \$30,000              | \$20,000               | \$0                       | \$30,000               | 0.0%     |
| Center: 5225 NON-PROFIT COMMUNITY AGENCIES |         |           |                                                  | \$30,000              | \$20,000               | \$0                       | \$30,000               | 0.0%     |

**Exhibit "B"**

**COMPENSATION**

The COUNTY agrees to pay the CONTRACTOR THIRTY THOUSAND DOLLARS AND NO/100 (\$30,000.00) for providing the services described in Exhibit A for support of the domestic violence safe house (CONTRACTOR'S Request for Funding). The COUNTY will release the funds on a monthly basis. The CONTRACTOR shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. The CONTRACTOR and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure made prior to the effective date of the contract or for any expenditure or amount in excess of the amount stated in this paragraph.

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: Jan 5, 2023**

**PRESENTER: Laney Stearns**

**SUBJECT/TITLE: Quartermaster Job Description**

---

**STATEMENT OF ISSUE**

This Job Description was changed by the previous administration to remove Special Risk in January 2020, we are requesting this designation be reinstated.

**RECOMMENDED ACTION**

**Approve Quartermaster Job Description with Special Risk as it was in January 2020**

**FISCAL IMPACT**

The fiscal impact will be an annual increase to Fund 005 (General) in the amount of \$2,534 and an increase to Fund 181 (Fire Assessment) in the amount of \$3,802 for a total annual increase of \$6,336 based on the minimum salary for this paygrade.

Attachments: [Warehouse Quartermaster \(1136\) 12-20-22.pdf](#)

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

|                                                                                                                                                                                         |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------|
| REGULAR <input type="checkbox"/>                                                                                                                                                        |  | SENIOR MANAGEMENT SERVICE <input type="checkbox"/> |                                                                                                                                                                                                | OPS/OTHER <input type="checkbox"/> |                                                                    |
| <b>POSITION INFORMATION</b>                                                                                                                                                             |  |                                                    | Position Type<br>Admin <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor <input type="checkbox"/> |                                    |                                                                    |
| Job Title:                                                                                                                                                                              |  |                                                    | Division:                                                                                                                                                                                      |                                    | Department:                                                        |
| Job Code:                                                                                                                                                                               |  |                                                    | Pay Grade:                                                                                                                                                                                     |                                    | FTE:                                                               |
| Included/Exempt:                                                                                                                                                                        |  |                                                    | Type of Transaction:                                                                                                                                                                           |                                    |                                                                    |
| EMPLOYEE:                                                                                                                                                                               |  |                                                    | Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                         |                                    | Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 1. This position reports directly to: Job Title _____ Job Code _____ Pay Grade _____<br>2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position: |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <b>POSITION DUTIES &amp; RESPONSIBILITIES</b>                                                                                                                                           |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <u>General Description:</u>                                                                                                                                                             |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <u>Essential Job Functions:</u>                                                                                                                                                         |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |

**Knowledge, Skills, and Abilities:**

**Physical Skills:**

### MINIMUM QUALIFICATIONS

**Education & Experience:**

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

**Licenses, Certifications, or Registrations:**

**Other job related requirements:**

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

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

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

**Internal Use Only:**

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

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** Jan 5, 2023

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

**SUBJECT/TITLE:** Request adoption of Resolution 22-23-52 for Budget Amendment 22-23-039 for Project item to item transfers between capital accounts to assist with GASB 34 reporting and adjusting rollover project balances from FY 21/22 into FY 22/23 with a net fiscal impact of \$204,703.80.

---

**STATEMENT OF ISSUE**

This project budget amendment is necessary for project item to item transfers between capital accounts to assist with GASB 34 reporting and adjusting rollover project balances from FY 21/22 into FY 22/23 with a net fiscal impact of \$204,703.80.

**RECOMMENDED ACTION**

**Move to Adopt Resolution 22-23-52 for Budget Amendment 22-23-039 for Project item to item transfers between capital accounts to assist with GASB 34 reporting and adjusting rollover project balances from FY 21/22 into FY 22/23 with a net fiscal impact of \$204,703.80.**

**FISCAL IMPACT**

The fiscal impact is a decrease to Fund 129 (Conservation Trust) in the amount of (\$556.82) and a increase to Fund 151 (Infrastructure Surtax) in the amount of \$205,260.62, with an overall budget increase of \$204,703.80.

Attachments: [22-23-039 Projects with 56300Z 56301Z Accts\\_Rollover Adjustments \(BA\).pdf](#)  
[22-23-039R Projects with 56300Z 56301Z Accts\\_Rollover Adjustments \(Resolution\).pdf](#)

December 19, 2022

**BOARD OF COUNTY COMMISSIONERS**

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY FLORIDA

PAGE 1 of 3

**BUDGET AMENDMENTS**

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

DATE: 12/13/2022

SUBMITTED BY: OMB

FUND(S): See List FUND TITLE(S): See List COST CENTER(S) #: See List

PROJECT(S) #: See List PROJECT TITLE(S): See List COST CENTER TITLE(S): See List

\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                   | ACTIVITY | BUDGET     | INCREASE   | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|--------------------------------|----------|------------|------------|------------|----------------|
|      |      |             |          | Project Fund Balance           |          |            |            |            |                |
| R    | 129  |             | 3999100Z | Forward                        | 02084    | 44,278.00  |            | 556.82     | 43,721.18      |
| E    | 129  | 6307        | 56300Z   | Project Improvements           | 02084    | 36,790.00  |            | 36,790.00  | 0.00           |
| E    | 129  | 6307        | 54600Z   | Project Repair & Maintenance   | 02084    | 7,015.00   | 36,233.18  |            | 43,248.18      |
| E    | 151  | 4102A       | 56300Z   | Project Improvements           | 14015    | 283,598.00 |            | 283,598.00 | 0.00           |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 14015    | -          | 283,598.00 |            | 283,598.00     |

REASON: Item to item transfers within projects to assist with GASB 34 reporting, along with adjusting Project rollovers from FY21/22 into FY22/23 in accordance with fiscal yearend balances.

**OFFICE USE ONLY**

OMB RECOMMENDATION:

REQUEST # 22-23-039

TRANSFER TYPE:

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

ACTION:

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

XX ITEM TO ITEM  
RESERVE  
XX BY RESOLUTION  
SUPPLEMENTAL BUDGET

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

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

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

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

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

PAGE 2 of 3

**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-039

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                   | ACTIVITY | BUDGET     | INCREASE   | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|--------------------------------|----------|------------|------------|------------|----------------|
| R    | 151  |             | 3999100Z | Project Fund Balance Forward   | 16044    | 755,662.00 |            | 1,456.40   | 754,205.60     |
| R    | 151  |             | 3999110Z | Project Encumb Forward         | 16044    | 36,370.95  |            | 1,028.96   | 35,341.99      |
| E    | 151  | 5106A       | 56300Z   | Project Improvements           | 16044    | 150,000.00 |            | 150,000.00 | -              |
| E    | 151  | 5106A       | 56200Z   | Project Buildings              | 16044    | 892,032.95 | 147,514.64 |            | 1,039,547.59   |
| E    | 151  | 4102A       | 56300Z   | Project Improvements           | 19037    | 300,000.00 |            | 300,000.00 | -              |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 19037    | -          | 300,000.00 |            | 300,000.00     |
| E    | 151  | 6101A       | 56300Z   | Project Improvements           | 20057    | 140,801.00 |            | 140,801.00 | -              |
| E    | 151  | 6101A       | 56301Z   | Project Capital Infrastructure | 20057    | -          | 140,801.44 |            | 140,801.44     |
| R    | 151  |             | 3999100Z | Project Fund Balance Forward   | 21059    | -          | 90,000.00  |            | 90,000.00      |
| E    | 151  | 6101A       | 56300Z   | Project Improvements           | 21059    | -          | 90,000.00  |            | 90,000.00      |
| R    | 151  |             | 3999100Z | Project Fund Balance Forward   | 21099    | -          | 28,745.98  |            | 28,745.98      |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 21099    | -          | 28,745.98  |            | 28,745.98      |
| R    | 151  |             | 3999100Z | Project Fund Balance Forward   | 21100    |            | 89,000.00  |            | 89,000.00      |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 21100    |            | 89,000.00  |            | 89,000.00      |
|      |      |             |          |                                |          |            |            |            | -              |
|      |      |             |          |                                |          |            |            |            | -              |

Form Revised 08/05/2020

REQUEST NUMBER 22-23-039

| FUND(S) | FUND TITLE(S)         |
|---------|-----------------------|
| 129     | Conservation Trust    |
| 151     | Infrastructure Surtax |
|         |                       |
|         |                       |
|         |                       |
|         |                       |
|         |                       |

| COST CTR(S) | COST CENTER TITLE(S)    |
|-------------|-------------------------|
| 6307        | Conservation Trust      |
| 4102A       | Transportation Projects |
| 5106A       | Animal Control 151      |
| 6101A       | Recreation 151          |
|             |                         |
|             |                         |
|             |                         |
|             |                         |
|             |                         |
|             |                         |
|             |                         |
|             |                         |

| FND | CST CTR | PROJ # | PROJECT TITLE             |
|-----|---------|--------|---------------------------|
| 129 | 6307    | 02084  | MAINT PRESERVE SUN 'N LK  |
| 151 | 4102A   | 14015  | WEBSTER TURN              |
| 151 | 5106A   | 16044  | ANIMAL CONTROL BUILDING   |
| 151 | 4102A   | 19037  | THUNDERBIRD DRAINAGE IMP  |
| 151 | 6101A   | 20057  | LK JUNE PK PH II IMPRV    |
| 151 | 6101A   | 21059  | PINE BREEZE PICKLEBALL CT |
| 151 | 4102A   | 21099  | SRF DRAINAGE IMP STUDY    |
| 151 | 4102A   | 21100  | W. STRYKER ROAD           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |
|     |         |        |                           |

**RESOLUTION NO. 22-23-52**

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-039 TO THE CONSERVATION TRUST AND INFRASTRUCTURE SURTAX FUNDS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Highlands County has determined that the following budget amendment is necessary and proper within the Conservation Trust and Infrastructure Surtax Funds.

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

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

**SECTION 2. Approval of Budget Amendment.** Budget Amendment 22-23-039 is hereby approved and authorized to make adjustments and corrections to the rollover project balances from FY 21/22 into the current FY 22/23 to properly budget the available funds in the projects in FY 22/23 to maintain the authorized balances for a net increase in the amount of \$204,703.80.

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

**SECTION 4. Savings Clause.** All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters

relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

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

PASSED AND ADOPTED this 05<sup>th</sup> day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** January 5, 2023

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

**SUBJECT/TITLE:** Request approval of an Easement Agreement between Highlands County and Ion Dennis Coulter, Trustee and Grantor for access to the Highlands County Marl Pit

---

**STATEMENT OF ISSUE**

This access agreement is a continuation of an expiring 25 year agreement for access to the Highlands County Marl Pit. This access is necessary for the legal ingress/egress to Highlands County property. It grants an easement for use of the existing roadways, the right of construction, installation, and maintenance of said roadways, the right to install utilities, drainage ditches, and drainage structures, along with the right of ingress/egress exclusively for the employees, representatives, or designees of Highlands County. This easement is being granted in consideration of \$5,000.00 annually for each year for the next 30 years.

**RECOMMENDED ACTION**

**Move to approve an Easement Agreement between Highlands County and Ion Dennis Coulter, Trustee and Grantor for access to the Highlands County Marl Pit**

**FISCAL IMPACT**

The fiscal impact will be \$5,000.00 annually for 30 years.

Attachments: [Coulter Easement.pdf](#)

**THIS INSTRUMENT****PREPARED BY:**

John K. McClure

211 South Ridgewood Dr.

Sebring, FL 33870

(863) 402-1888

**GRANT OF EASEMENT**

The undersigned, Ion Dennis Coulter, as Trustee of the Dennis Revocable Trust dated March 4, 2022 ("Grantor"), in consideration of the payment of Five Thousand Dollars (\$5,000.00) annually for each year this Easement is in effect, payable on or before January 10<sup>th</sup> of each year, during the term, to Grantor at P.O. Box 1407, Avon Park, FL 33826, and other good and valuable consideration, the adequacy of which is hereby acknowledged, grants and conveys to HIGHLANDS COUNTY, FLORIDA ("Grantee"), its licensees, agents, successors, and assigns, an Easement for use of the existing roadways, the right of construction, installation, and maintenance of said roadways, the right to install utilities, drainage ditches, and drainage structures, along with the right of ingress and egress exclusively for the employees, representatives, or designees of the Grantee on, over, across, and through the real property more particularly described as follows:

COMMENCING AT THE INTERSECTION OF THE EAST LINE OF SECTION 26, TOWNSHIP 36 SOUTH, RANGE 28 EAST, IN HIGHLANDS COUNTY, FLORIDA, WITH THE NORTH LINE OF THE SOUTH 3/4 OF SAID SECTION 26;

THENCE SOUTH 88°02'38" WEST ALONG SAID NORTH LINE A DISTANCE OF 2050.00 FEET TO AN INTERSECTION WITH THE CENTERLINE OF AN EXISTING CANAL WHICH RUNS NORTHWESTWARD AT THIS POINT;

THENCE NORTH 48°59'12" WEST, 73.36 FEET ALONG SAID CENTERLINE OF SAID EXISTING CANAL, TO THE NORTH RIGHT-OF-WAY LINE OF CLARK ROAD, A 100.00 FOOT WIDE ROAD RIGHT-OF-WAY;

THENCE NORTH 88°02'38" EAST, 33.01 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING;

THENCE NORTH 48°59'12" WEST, 1874.36 FEET TO THE NORTH LINE OF SAID SECTION 26;

THENCE CONTINUE NORTH 48°59'12" WEST, 534.43 FEET;

THENCE NORTH 0°21'42" WEST, 2290.37 FEET TO THE NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 23, TOWNSHIP 36 SOUTH, RANGE 28 EAST;

THENCE SOUTH 87°04'31" WEST, 22.52 FEET ALONG SAID NORTH LINE;

THENCE NORTH 0°21'42" WEST, 100.00 FEET ALONG THE EAST LINE OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SAID SECTION 23;

THENCE NORTH 87°04'31" EAST, 72.57 FEET;

THENCE SOUTH 0°21'42" EAST, 2370.01 FEET;

THENCE SOUTH 48°59'12" EAST, 564.87 FEET TO THE SOUTH LINE OF SAID SECTION 23;

THENCE CONTINUE SOUTH 48°59'12" EAST, 1875.01 FEET TO THE NORTH RIGHT-OF-WAY LINE OF SAID CLARK ROAD;

THENCE SOUTH 88°02'38" WEST, 73.36 FEET TO THE POINT OF BEGINNING.

CONTAINING 5.5669 ACRES MORE OR LESS.

Together with the right to repair, rebuild, improve, add to and enlarge, and remove such roads, utilities, drainage ditches, and drainage structures, or any of them and together with the right of ingress and egress, at all times, over, across, and through the lands described above. This Easement shall be exclusive, and the Grantor may not grant any other rights or easements to others without the consent of the Grantee.

Nothing contained herein shall be construed as a dedication to the public of any roads constructed on the lands described above. This is a limited use Easement which does not convey a general right of public access. The Grantee is required by the terms of this Easement to maintain a locked gate at Clark Road and restrict access to the employees, representatives, and designees of the Grantee.

This Easement shall remain in effect for a period of thirty (30) years, expiring on December 31, 2052. This Easement is to allow access to the real property described on **Exhibit "A"** attached hereto, owned by the Grantee.

This Easement is in addition to and neither a substitution for nor a modification of those Easements recorded in Official Records Book 48, Pages 617-625 of the Public Records of Highlands County, Florida.

*Signatures on Following Page*

### Exhibit "A"

Commence at the Northeast Corner of Section 22; Township 36 South, Range 28 East, in Highlands County, Florida; thence South 0°23'36" East, 2130.36 feet along the East line of said Section 22 to the point of beginning; thence North 24°02'33" East, 1412.41 feet; thence South 47°02'15" East 921.05 feet; thence South 0°21'32" West, 480.71 feet; thence South 75°05'05" East, 68.38 feet to the East line of the West 1/2 of the Northwest 1/4 of Section 23, Township 36 South, Range 28 East; thence South 0°21'42" East, 608.84 feet along the East line of the West 1/2 of the Northwest 1/4 of said Section 23; thence South 87°04'31" West, 1314.56 feet; thence North 89°20'45" West, 2636.88 feet; thence North 0°27'07" West, 1157.88 feet; thence North 89°32'53" East, 85.19 feet; thence North 60°10'52" East, 184.91 feet; thence South 48°23'20" East, 164.28 feet; thence South 81°08'57" East, 192.03 feet; thence South 66°42'12" East, 123.64 feet; thence South 13°35'08" East, 182.53 feet; thence South 21°28'24" East, 89.98 feet; thence South 62°07'35" East, 62.19 feet; thence South 72°24'13" East, 97.78 feet; thence North 43°53'35" East, 150.05 feet; thence North 84°44'39" East, 129.51 feet; thence South 30°13'36" East, 278.55 feet; thence South 27°01'39" East, 189.44 feet; thence North 75°50'49" East, 106.23 feet; thence North 11°18'08" West, 253.33 feet; thence North 9°48'15" West, 191.21 feet; thence North 27°07'54" East, 263.63 feet; thence North 58°08'45" East, 117.05 feet; thence North 7°19'08" East, 263.36 feet; thence North 30°24'25" East, 228.31 feet; thence North 1°34'07" West, 947.93 feet; thence South 56°54'33" East, 759.77 feet; thence South 15°14'10" West, 281.22 feet; thence South 83°53'08" West, 151.70 feet; thence South 21°22'17" West, 414.20 feet; thence South 18° 20'33" West, 312.50 feet; thence South 45°44'33" East, 449.21 feet; thence South 22°28'13" West, 565.92 feet; thence North 88°44'58" East, 623.94 feet; thence North 24°02'33" East, 78.37 feet to the point of beginning.

Containing 105.0228 acres, more or less

13 IN WITNESS WHEREOF, the undersigned have signed and sealed this instrument on this day of December, 2022

## SIGNATURES:

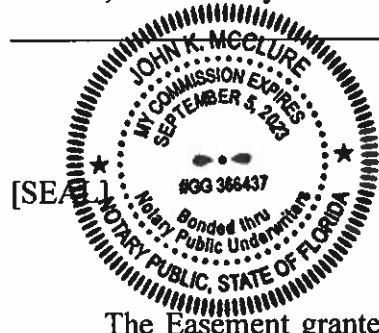
Tammy Benton Brown  
Name Printed: Tammy Benton Brown  
Witness #1

Ion Dennis Coulter  
Ion Dennis Coulter, Trustee and Grantor

John K. McClure  
Name Printed: JOHN K. MCCLURE  
Witness #2

STATE OF FLORIDA  
COUNTY OF HIGHLANDS

The foregoing instrument was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 13<sup>th</sup> day of December, 2022, by Ion Dennis Coulter, Individually and as Trustee ☒ who personally known by me or ☐ who produced as photo identification, and who did not take an oath.



John K. McClure  
Notary Public, State of Florida at Large  
Commission Expires: \_\_\_\_\_

The Easement granted by this instrument is hereby accepted by Highlands County this \_\_\_\_\_ day of December, 2022.

**Highlands County, Florida**

\_\_\_\_\_  
Chris Campbell, Chairman

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk

### Exhibit "A"

Commence at the Northeast Corner of Section 22; Township 36 South, Range 28 East, in Highlands County, Florida; thence South 0°23'36" East, 2130.36 feet along the East line of said Section 22 to the point of beginning; thence North 24°02'33" East, 1412.41 feet; thence South 47°02'15" East 921.05 feet; thence South 0°21'32" West, 480.71 feet; thence South 75°05'05" East, 68.38 feet to the East line of the West 1/2 of the Northwest 1/4 of Section 23, Township 36 South, Range 28 East; thence South 0°21'42" East, 608.84 feet along the East line of the West 1/2 of the Northwest 1/4 of said Section 23; thence South 87°04'31" West, 1314.56 feet; thence North 89°20'45" West, 2636.88 feet; thence North 0°27'07" West, 1157.88 feet; thence North 89°32'53" East, 85.19 feet; thence North 60°10'52" East, 184.91 feet; thence South 48°23'20" East, 164.28 feet; thence South 81°08'57" East, 192.03 feet; thence South 66°42'12" East, 123.64 feet; thence South 13°35'08" East, 182.53 feet; thence South 21°28'24" East, 89.98 feet; thence South 62°07'35" East, 62.19 feet; thence South 72°24'13" East, 97.78 feet; thence North 43°53'35" East, 150.05 feet; thence North 84°44'39" East, 129.51 feet; thence South 30°13'36" East, 278.55 feet; thence South 27°01'39" East, 189.44 feet; thence North 75°50'49" East, 106.23 feet; thence North 11°18'08" West, 253.33 feet; thence North 9°48'15" West, 191.21 feet; thence North 27°07'54" East, 263.63 feet; thence North 58°08'45" East, 117.05 feet; thence North 7°19'08" East, 263.36 feet; thence North 30°24'25" East, 228.31 feet; thence North 1°34'07" West, 947.93 feet; thence South 56°54'33" East, 759.77 feet; thence South 15°14'10" West, 281.22 feet; thence South 83°53'08" West, 151.70 feet; thence South 21°22'17" West, 414.20 feet; thence South 18°20'33" West, 312.50 feet; thence South 45°44'33" East, 449.21 feet; thence South 22°28'13" West, 565.92 feet; thence North 88°44'58" East, 623.94 feet; thence North 24°02'33" East, 78.37 feet to the point of beginning.

Containing 105.0228 acres, more or less

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:** Sally Hood, Clerk of Courts  
Accounting and Finance Director

**SUBJECT/TITLE:** Request approval to write-off of uncollectible past due employee benefit premiums of former Clerk of Courts employees in the amount of \$3,348.18.

---

**STATEMENT OF ISSUE**

The following are considered uncollectible:

Virginia Carter - \$ \$32.20, employee deceased

Sean Horner - \$21.50, employee deceased

Melisa Sowers - \$3,294.48, 3 years past due, 4 months of benefits deemed uncollectible

**RECOMMENDED ACTION**

**Move to approve write-off of uncollectible past due employee benefit premiums of former Clerk of Courts employees in the amount of \$3,348.18.**

**FISCAL IMPACT**

Fiscal impact is an increase to the Clerk's insurance expense for fiscal year 22/23 in the amount of \$3,348.18.

Attachments:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

**PRESENTER: Accounting Manager, Highlands County Clerk of Courts Jackie Gabrus, CGFM**

**SUBJECT/TITLE: Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended September 30, 2022.**

---

**STATEMENT OF ISSUE**

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

**RECOMMENDED ACTION**

**Move approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended September 30, 2022.**

Attachments: [FY 2022 Combined Monthly Report Board Meeting Request Sept 2022.doc](#)  
[FY 2022 Court-Related and Other Misc Funds Memo Sept 2022.pdf](#)

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: JANUARY 5, 2023**

**PRESENTER: CLERK'S ACCOUNTING DEPARTMENT**

**SUBJECT/TITLE: COURT-RELATED AND OTHER MISCELLANEOUS FUNDS REVENUE  
AND EXPENDITURES FOR THE BOARD OF COUNTY  
COMMISSIONERS**

---

**STATEMENT OF ISSUE**

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

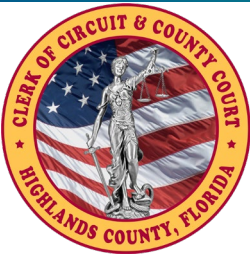
**RECOMMENDED ACTION**

MOTION TO ACCEPT INTO THE RECORD THE COURT-RELATED AND OTHER MISCELLANEOUS FUNDS REVENUE AND EXPENDITURES SUMMARY, FOR THE QUARTER ENDED SEPTEMBER 30, 2022.

**FISCAL IMPACT**

For information, please contact:

Jackie Gabrus, CGFM  
Accounting Manager  
Highlands County Clerk of Courts  
(863) 402-6823  
[jgabrus@hcclerk.org](mailto:jgabrus@hcclerk.org)



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

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

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

## **MEMORANDUM**

**Date: January 5, 2023**

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

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

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

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

| <b>Fund</b> | <b>Reference</b>                                                          | <b>Quarterly Revenues</b> | <b>Quarterly Expenditures</b> | <b>Fiscal Year Expenditure Budget Balance</b> |
|-------------|---------------------------------------------------------------------------|---------------------------|-------------------------------|-----------------------------------------------|
| 122         | E911 Operations Fund                                                      | \$ 230,894.16(a)          | \$ 149,127.08                 | \$ 832,181.72                                 |
| 131         | Intergovernmental Radio Communications Fund                               | 22,202.07                 | 0.00                          | 0.49                                          |
| 140         | Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)           | 6,447.87                  | 0.00                          | 24,950.00                                     |
| 149         | Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03) | 13,232.26                 | 0.00                          | 37,250.00                                     |
| 176         | State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)     | 30,913.06                 | 98,618.91                     | 9,899.47                                      |
| 177         | Court Innovations (F.S. 939.185 and Ord. No.03-04-23)                     | 4,379.21                  | 46,992.64                     | 4,407.36                                      |
| 177A        | Law Library (F.S. 939.185 and Ord. No.03-04-23)                           | 4,143.56                  | 4,143.56                      | 3,157.92                                      |
| 177B        | Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)                     | 4,139.14                  | 18,588.63                     | 0.00                                          |
| 177C        | Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)          | 4,240.78                  | 0.00                          | 2,939.18                                      |
| 160         | Teen Court – F.S. 939.19(5) (Clerk Fund)                                  | 3,809.59                  | 5,600.85                      | N/A                                           |

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

Please contact our office if you need additional information.

Thank you.

cc: Jerome Kaszubowski, Clerk of Courts  
Laurie Hurner, County Administrator  
David Ontermma, Senior Director of Court Services  
Paul Blackman, Sheriff  
Garrett Roberts, General Counsel, Sheriff's Office



**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: 12/27/2022**

**PRESENTER: Laney Stearns, Public Safety Director/Fire Chief**

**SUBJECT/TITLE: Job Description for Chief of Training**

---

**STATEMENT OF ISSUE**

This job description has been updated to add a more detailed description for this newly created management position.

**RECOMMENDED ACTION**

**Move to approve the creation of the position of Chief of Training for Highlands County Fire Rescue.**

**FISCAL IMPACT**

No Fiscal Impact.

Attachments: [Chief of Training - Job Description - 11-3-22.pdf](#)

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

|                                                                                                                                                                                         |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------|
| REGULAR <input type="checkbox"/>                                                                                                                                                        |  | SENIOR MANAGEMENT SERVICE <input type="checkbox"/> |                                                                                                                                                                                                | OPS/OTHER <input type="checkbox"/> |                                                                    |
| <b>POSITION INFORMATION</b>                                                                                                                                                             |  |                                                    | Position Type<br>Admin <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor <input type="checkbox"/> |                                    |                                                                    |
| Job Title:                                                                                                                                                                              |  |                                                    | Division:                                                                                                                                                                                      |                                    | Department:                                                        |
| Job Code:                                                                                                                                                                               |  |                                                    | Pay Grade:                                                                                                                                                                                     |                                    | FTE:                                                               |
| Included/Exempt:                                                                                                                                                                        |  |                                                    | Type of Transaction:                                                                                                                                                                           |                                    |                                                                    |
| EMPLOYEE:                                                                                                                                                                               |  |                                                    | Special Risk: Yes <input type="checkbox"/> No <input type="checkbox"/>                                                                                                                         |                                    | Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 1. This position reports directly to: Job Title _____ Job Code _____ Pay Grade _____<br>2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position: |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <b>POSITION DUTIES &amp; RESPONSIBILITIES</b>                                                                                                                                           |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <u>General Description:</u>                                                                                                                                                             |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |
| <u>Essential Job Functions:</u>                                                                                                                                                         |  |                                                    |                                                                                                                                                                                                |                                    |                                                                    |

**Knowledge, Skills, and Abilities:**

**Physical Skills:**

### MINIMUM QUALIFICATIONS

**Education & Experience:**

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

**Licenses, Certifications, or Registrations:**

**Other job related requirements:**

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

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

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

**Internal Use Only:**

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

Approval of Human Resources:

Title: Human Resources Manager

Date:

Revised:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

**PRESENTER: Rachel Barry, Zoning Supervisor**

**SUBJECT/TITLE: Request to (re)appoint two (2) regular voting members to the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z).**

---

**STATEMENT OF ISSUE**

There are two (2) regular voting members of the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z) whose terms are set to expire on January 18, 2023: Mr. Chip Boring and Mr. Frank Youngman. Mr. Boring has been a member of the BOA and P&Z since February 2018; Mr. Youngman was recently appointed in September 2022 to an existing/vacant term. Both members have applied to be reappointed for another four (4) year term.

All eligible applicants for the upcoming committee vacancies are as follows:

1. Chip Boring - Application for Reappointment
2. Frank Youngman - Application for Reappointment
3. Chris Showmaker - Application for Appointment
4. Sara Pipal - Application for Appointment
5. Kamla Long - Application for Appointment (would need to resign from CLEAB if selected for BOA/P&Z Board)
6. Valerie Laurence - Application for Appointment
7. Lance Giller - Application for Appointment
8. Salvador Castro - Application for Appointment (would need to resign from CLEAB if selected for BOA/P&Z Board)
9. Jackson Campbell - Application for Appointment
10. Doug Miller - Application for Appointment
11. Christne Lopez - Application for Appointment

Staff's recommendation would be to reappoint Chip Boring and Frank Youngman.

**RECOMMENDED ACTION**

**Move to approve the reappointment of Mr. Chip Boring and Mr. Frank Youngman as regular voting members of the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z).**

**FISCAL IMPACT**

No fiscal impact.

Attachments: C Boring Application for Reappointment  
F Youngman Application for Reappointment  
C Shoemaker Application for Appointment  
S Pipal Application for Appointment  
K Long Application for Appointment  
V Laurence Application for Appointment  
L Giller Application for Appointment  
S Castro Application for Appointment  
J Campbell Application for Appointment  
D Miller Application for Appointment  
C Lopez Application for Appointment

## Resume

**Name:** C. D Boring

**Address:** 809 US 27 S.

**City, State, Zip Code:** Sebring, FL, 33870

**Phone:** 863-385-0077

**Email:** chip@chipboring.com

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

☒ Board of Adjustment and Planning & Zoning Commission/Local Planning Agency

**Membership Type:** ☒ Regular Member or ☐ Alternate

**Current Employment Experience:**

Self employed. Real Estate Broker

**Previous Employment Experience:**

same as above

**High School:** yes

**College:** yes

**Special Training:**

Graduate Realtor Institute, Certified Residential Specialist, Certified Distressed Property Expert.

**Activities & Interest:**

golf, fishing, travel.

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

current member Board of Adjustment and Planning and Zoning Commission/Planning Agency

**Are you related to any County employee or County Commissioner:** ☐ Yes or ☒ No

If yes, Name of Relative: \_\_\_\_\_ Relation: \_\_\_\_\_

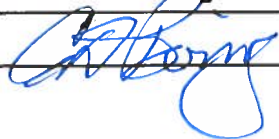
**Important:**

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. Part II, number 10, of the Code of Conduct prohibits being convicted of a felony or first degree misdemeanor as defined by Florida Statutes or any other crime involving moral turpitude.

Have you ever been convicted of a crime that would preclude you from serving on a committee, board or panel? ☐ Yes or ☒ No

**Optional:**

Highlands County strives to maintain diversity in membership on its advisory committees and boards. Although strictly optional for applicant, the following information is needed to meet reporting requirements and attain those goals.

**Gender:** ☒ Male ☐ Female**Disabled:** ☒ No ☐ Yes**Age:** 74**Race:**☒ White☐ Black or African American☐ Asian☐ Hispanic or Latino☐ American Indian or Alaska Native☐ Native Hawaiian or Other Pacific Islander**Print Name:** Claude D Boring**Signature:** 

## Resume

Name: Frank Youngman

Address: 1229 County Road 29

City, State, Zip Code: Lake Placid FL 33852

Phone: (863) 441-1164 Email: Frank@floridagrovehedgers.com

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

☒ Board of Adjustment and Planning & Zoning Commission/Local Planning Agency

Membership Type: ☒ Regular Member or ☐ Alternate

Current Employment Experience:

Pres. Florida Grove Hedgers

Previous Employment Experience:

High School: Lake Placid High

College: \_\_\_\_\_

Special Training:

Activities & Interest:

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

Planning + Zoning, Farm Bureau, H.C. Citrus Growers, HCAC

Are you related to any County employee or County Commissioner: ☐ Yes or ☒ No

If yes, Name of Relative: \_\_\_\_\_ Relation: \_\_\_\_\_

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. Part II, number 10, of the Code of Conduct prohibits being convicted of a felony or first degree misdemeanor as defined by Florida Statutes or any other crime involving moral turpitude.

Have you ever been convicted of a crime that would preclude you from serving on a committee, board or panel? ☐ Yes or ☒ No

**Optional:**

Highlands County strives to maintain diversity in membership on its advisory committees and boards. Although strictly optional for applicant, the following information is needed to meet reporting requirements and attain those goals.

Gender: ☒ Male ☐ Female

Disabled: ☒ No ☐ Yes

Age: 56

**Race:**

☒ White

☐ Black or African American

☐ Asian

☐ Hispanic or Latino

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islander

Print Name: Frank C. Youngman

Signature: Frank C. Youngman

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Wednesday, April 27, 2022 2:26:19 PM

---

[CAUTION: External Message\*]

Name = christopher a shoemaker  
Address = 3700 vilabella drive  
City = sebring  
State = fl  
Zip\_Postal\_Code = 33872  
Phone = 239.600.3517  
Email = cshoemaker@snldistrict.org  
Request = Board of Adjustment / Planning & Zoning Commission  
Membership Type = Regular Member  
Current Employment Experience: = Sun N' Lake Improvement District General Manager  
10/21- present

Licenses, Certifications and Training  
Drinking Water Treatment Plant License Level C  
Wastewater Treatment Plant License Level D  
Certified District Manager, Florida Association of Special Districts (FASD)  
FASD Legislative and Strategic Planning Committees  
2019 District Manager of the Year (FASD)  
Henderson Franklin Employment Law Seminar 2018 & 2019

Previous Employment Experience: = GATEWAY SERVICES COMMUNITY  
DEVELOPMENT DISTRICT 6/2016 – 9/2021  
UTILITY MANAGER / DISTRICT MANAGER

Responsible for the operation and maintenance of the CDD's roads and streetlights, landscaping and irrigation, recreation and stormwater management system.

Direct capital improvement plan, budget development and management of a \$7.5 million capital and operation budget

Worked with consultant to develop and implement a fair and equitable Assessment Methodology to replace the original assess

High School = Clearwater High School, Clearwater Florida

College = Florida State University

Special Training: = Water/Sewer/Stormwater Utilities

Activities & Interest: = Served as alternate on the Board of Adjustment/P&Z previously. I have been working in Fort Myers for the last five years as District Manager for the Gateway Community Development District. Worked for Lykes Bros. , Inc. for 9 years as utility manager. Committee Staff, Select Committee on Growth Management, Florida House. Support Horses for the Handicapped and the Ridge ARC for years. Served on the United Way Community Investment Team. Graduate Leadership Highlands. Like to fish, hike and bike, Current positions on boards, committees, elected offices, law enforcement positions: = none

Relation = No

Relative Name: =

Relationship: =

Conviction = No

Gender = Male

Disabled = No

Age =

Race: = White

Signature Certification: = Checked indicating Electronically Signed

Client IP = 50.254.214.25

[\***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Friday, April 29, 2022 9:16:20 AM

---

[CAUTION: External Message\*]

Name = Sara Pipal  
Address = 20 Quail Roost Rd  
City = Lake Placid  
State = FL  
Zip\_Postal\_Code = 33852  
Phone = 612-404-8116  
Email = [spipal@bhhsflpg.com](mailto:spipal@bhhsflpg.com)  
Request = Affordable Housing Advisory Committee  
Request = Board of Adjustment / Planning & Zoning Commission  
Membership Type = Regular Member  
Current Employment Experience: = Current Affiliations:  
Team Leader - The Pipal Group BHHS Florida Properties Group  
Broker Associate with BHHS Florida Properties Group  
2022 - President Elect - Heartland Association of Realtor

Committees:  
Government Affairs, Diversity & Community Outreach, MLS, Education.

Previous Employment Experience: = Director of the Heartland Association  
Chair for the At Home with Diversity and Community Outreach Committee  
Chair for the MLS Committee  
Managing Broker for Coldwell Banker Highlands Properties

High School = I have been licensed as a Broker in NC, MN and Florida  
College = College  
Special Training: = Designations: GRI, AHWD, SRS  
Activities & Interest: = When I am not working, I spend my time with family and travelling with my husband.  
Current positions on boards, committees, elected offices, law enforcement positions: = 2022 - President Elect - Heartland Association of Realtor  
2016-2018 and 2020-2021 - Director Heartland Association of Realtors  
2019 - Director Minneapolis Association of Realtors

Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Female  
Disabled = No  
Age = 55  
Race: = White  
Signature Certification: = Checked indicating Electronically Signed

Client IP = 96.94.6.197

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**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Wednesday, July 6, 2022 4:26:22 PM

---

[CAUTION: External Message\*]

Name = Kamla Long  
Address = 2486 S Lake Letta Dr.,  
City = Avon Park  
State = FL  
Zip\_Postal\_Code = 33825  
Phone = 9413219222  
Email = kamlalong@yahoo.com  
Request = Board of Adjustment / Planning & Zoning Commission  
Request = Construction Licensing, Enforcement and Appeals Board  
Request = Highlands County Citizen Advisory Task Force  
Request = Tourist Development Council  
Membership Type = Regular Member  
Current Employment Experience: = Currently in semi retirement.  
Active Volunteer and learner.  
Previous Employment Experience: = Ministry Leader/Director of Leadership Development -  
Bayside Community Church, Bradenton, FL. 2009-2021.  
Licensed Florida Real Estate Sales Associate/Realtor -  
New Home Sales Consultant for local, premier Builder/  
General Real Estate Sales - Bradenton, FL. 2003-2009.  
Business Owner/ Daycare and Preschool -  
Ortonville, Michigan. 1994- 2003  
High School = High School - Holy Faith Convent, Trinidad, WI. 1976 to 1981  
College = College - B.ED. University of Alberta, Canada. 1984 to 1988  
Special Training: = Special Training - John Maxwell Coaching certification  
Activities & Interest: = Active volunteering in church and community.  
I enjoy meeting people and being a connector of people.  
Historical Society of Avon Park member,  
learning about the history and museum activities of Avon Park.  
Heartland Cultural Alliance,  
interested in bringing diversity and cultures together,  
to be an encourager of relationship development.  
Current positions on boards, committees, elected offices, law enforcement positions: = None  
at this time.  
I met Eric Longshore and he encouraged me to apply for the public seat on the CLEAB board.  
I am interested in local tourism and activities to promote Avon Park and Highlands County.

Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Female  
Disabled = No  
Age = 56

Signature Certification: = Checked indicating Electronically Signed  
Client IP = 172.58.173.57

[\***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [Drake, Michelle](#)  
**To:** [Sauls, Leah M.](#); [Culpepper, Melony](#); [Barry, Rachel](#)  
**Cc:** [Hurner, Laurie](#)  
**Subject:** FW: Committee Application  
**Date:** Thursday, September 8, 2022 9:37:02 AM

---

FYI

---

**From:** noreply@revize.com <noreply@revize.com>  
**Sent:** Wednesday, September 7, 2022 6:33 PM  
**To:** Drake, Michelle <mdrake@highlandsfl.gov>  
**Cc:** tmorgan@highlandsfl.gov  
**Subject:** Committee Application

[CAUTION: External Message\*]

Name = Valerie Laurence  
Address = 113 Murray CT NW  
City = Lake Placid  
State = FL  
Zip\_Postal\_Code = 33852  
Phone = 5182699442  
Email = [valerie0200@yahoo.com](mailto:valerie0200@yahoo.com)  
Request = Board of Adjustment / Planning & Zoning Commission  
Membership Type = Advisory Only  
Current Employment Experience: = 7 Years Accounting  
Previous Employment Experience: = Accounting  
High School = Schalmont  
College = SUNY Delhi  
Special Training: = DIY-er  
Activities & Interest: = I'd love to give some feedback as a property owner navigating the land development processes for both residential and industrial.  
Current positions on boards, committees, elected offices, law enforcement positions: = N/A  
Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Female  
Disabled = No  
Age = 38  
Race: = White  
Signature Certification: = Checked indicating Electronically Signed  
Client IP = 174.211.111.109

[\*CAUTION: This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

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**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Thursday, June 16, 2022 5:31:03 PM

---

[CAUTION: External Message\*]

Name = Lance Giller  
Address = 8884 W Josephine Rd  
  
City = Sebring  
State = FL  
Zip\_Postal\_Code = 33875-7213  
Phone = 8633856000  
Email = lancebekistan@gmail.com  
Request = Board of Adjustment / Planning & Zoning Commission  
Request = Tourist Development Council  
Membership Type = Regular Member  
Current Employment Experience: = Currently Unemployed  
Previous Employment Experience: = I ran a small manufacturing company for nearly 29 years.  
I have also worked as a casino slots technician, waiter and tower technician.  
High School = Sebring High School  
College = None  
Special Training: = Vertical Climbing and Rescue and some RF Safety  
Activities & Interest: = Exotic Cats, IT, Video Games, Mind Training, Psychology and Physics  
Current positions on boards, committees, elected offices, law enforcement positions: = None  
Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Male  
Disabled = No  
Age = 45  
Race: = White  
Signature Certification: = Checked indicating Electronically Signed  
Client IP = 67.208.195.67

[\*CAUTION: This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Thursday, June 16, 2022 1:53:51 PM

---

[CAUTION: External Message\*]

Name = Salvador Castro  
Address = 545 Whatley Ct  
City = Sebring  
State = FL  
Zip\_Postal\_Code = 33870  
Phone = 4079701966  
Email = salvadormcastro@icloud.com  
Request = Board of Adjustment / Planning & Zoning Commission  
Request = Construction Licensing, Enforcement and Appeals Board  
Request = Health Facilities Authority  
Request = Hospital District Board  
Membership Type = Regular Member  
Current Employment Experience: = <https://www.linkedin.com/in/castro-sal/>  
Previous Employment Experience: = Please review my LinkedIn page.  
High School = Lecanto High School  
College = University of Central Florida  
Special Training: = Special Training  
Activities & Interest: = Community engagement.  
Current positions on boards, committees, elected offices, law enforcement positions: = None.  
Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Male  
Disabled = No  
Age = 35  
Race: = White  
Race: = Hispanic or Latino  
Signature Certification: = Checked indicating Electronically Signed  
Client IP = 73.62.98.57

[\*CAUTION: This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Sunday, June 19, 2022 7:24:59 PM

---

[CAUTION: External Message\*]

Name = Jackson Campbell  
Address = 6808 County Rd 17 S  
City = Sebring  
State = FL  
Zip\_Postal\_Code = 33876  
Phone = 9545297344  
Email = acepilotjdc@gmail.com  
Request = Board of Adjustment / Planning & Zoning Commission  
Request = Natural Resources Advisory Commission  
Request = Recreation and Parks Advisory Committee  
Membership Type = Advisory Only  
Current Employment Experience: = Positive Medical Transport  
-EMT 2021/current

Previous Employment Experience: = BLI  
-Lead Worker Irrigation Services 2019-2021  
USAV Volleyball Official  
-2018/current  
High School Volleyball Official  
2017-2019  
Coconut Creek Recreational Soccer Referee  
- 2013-2017  
High School = Monarch High School  
College = Florida Atlantic University, Broward College, South Florida State College  
Special Training: = NREMT certified since 2020  
Activities & Interest: = I am currently doing the Fire Academy at South Florida State College and will be doing my paramedic class as well once my fire is complete. I have always been interested in Urban Design/Planning. I initially got accepted into the FAU Honors College for Environmental Engineering, however after reviewing the program I changed career paths. I am now getting into Urban Planning and Design, as well as the Economics/ Housing of cities and how to design cities of the future.  
Current positions on boards, committees, elected offices, law enforcement positions: = N/A  
Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Male  
Disabled = No  
Age = 21  
Race: = White  
Signature Certification: = Checked indicating Electronically Signed  
Client IP = 174.58.41.23

**\*CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Tuesday, June 28, 2022 11:20:44 AM

---

[CAUTION: External Message\*]

Name = Douglas J Miller Jr  
Address = 8020 County Road 635  
United States  
City = Sebring  
State = FL  
Zip\_Postal\_Code = 33875  
Phone = 8632735253  
Email = doug@legacyproduceinc.com  
Request = Board of Adjustment / Planning & Zoning Commission  
Membership Type = Regular Member  
Current Employment Experience: = Self-employed  
Produce Salesman  
6 years  
Legacy Produce Inc  
8020 County Road 635  
Sebring, FL 33875  
863-273-5253

Previous Employment Experience: = Mack Farms/McMelon  
Produce Salesman

Reiter Affiliated Companies  
Strawberry/Blueberry Production Manager

Lipman Family Farms  
Produce Salesman  
High School = High School  
Sebring High School  
College = College  
Abraham-Baldwin Agriculture College  
Special Training: = Special Training  
Activities & Interest: = Coaching Baseball  
Showing Beef Cattle  
Raising Show Cattle  
Beef Cattle Genetics  
Time spent with family  
Current positions on boards, committees, elected offices, law enforcement positions: = Past  
Farm Bureau Board Member and President  
Dixie Youth Baseball Board Member  
Relation = Yes  
Relative Name: = Thomas Andrews  
Cody Miller

Relationship: = uncle and brother

Conviction = No

Gender = Male

Disabled = No

Age = 42

Race: = White

Signature Certification: = Checked indicating Electronically Signed

Client IP = 4.36.112.46

[\***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**From:** [noreply=revize.com@turbo-smtp.info](mailto:noreply=revize.com@turbo-smtp.info) on behalf of [noreply@revize.com](mailto:noreply@revize.com)  
**To:** [Drake, Michelle](#)  
**Cc:** [tmorgan@highlandsfl.gov](mailto:tmorgan@highlandsfl.gov)  
**Subject:** Committee Application  
**Date:** Monday, August 1, 2022 10:01:45 AM

---

[CAUTION: External Message\*]

Name = Christine Lopez  
Address = 617 Cunningham Street  
City = Lake Placid  
State = Florida  
Zip\_Postal\_Code = 33852  
Phone = 863-443-4957  
Email = [clopez@bhhsflpg.net](mailto:clopez@bhhsflpg.net)  
Request = Affordable Housing Advisory Committee  
Request = Board of Adjustment / Planning & Zoning Commission  
Request = Extension Advisory Council  
Membership Type = Regular Member  
Current Employment Experience: = I currently work for Berkshire Hathaway HomeServices Florida Properties Group as the Market President for the Highlands county offices. I have been a realtor for the last five years.  
Previous Employment Experience: = My previous employment experiences include working for the Highlands County School Board as a IDEA clerk, I worked for Highlands Independent Bank as a Loan Processor and I worked for a bank called TIB Bank as a teller.  
High School = High school diploma/ Key West High School  
College = College  
Special Training: = Special Training  
Activities & Interest: = Some of my interests would be marketing, coaching others in real estate, volunteering and community involvement. The activities I enjoy are being on the lakes fishing and spending time with family.  
Current positions on boards, committees, elected offices, law enforcement positions: = None  
Relation = No  
Relative Name: =  
Relationship: =  
Conviction = No  
Gender = Female  
Disabled = No  
Age = 40  
Race: = White  
Signature Certification: = Checked indicating Electronically Signed  
Client IP = 96.94.6.197

[\*CAUTION: This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: January 5, 2023**

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

**SUBJECT/TITLE: Request re-appointment of board member to the Hospital District Board.**

---

**STATEMENT OF ISSUE**

The purpose of the Hospital District is to carry out all duties and responsibilities set out in F.S. Chapter 2004-458. Currently, there is one vacant position which has been advertised for the required amount of time. No other applications have been received.

**RECOMMENDED ACTION**

**Request re-appointment of Jeffrey L. Roth representing District 1 to the Hospital District Board to serve a four (4) year term, effective January 1, 2023.**

Attachments: [Jeffrey L. Roth.pdf](#)

**Name = Jeffrey L Roth**

Address = 1 E. Main Street

City = Avon Park

State = Florida

Zip\_Postal\_Code = 33825

Phone = (863) 452-7130

Email = [jeff.roth@edwardjones.com](mailto:jeff.roth@edwardjones.com)

Request = Hospital District Board

Membership Type = Regular Member

Current Employment Experience: = Financial Advisor with Edward Jones for the past seven (7) years.

Previous Employment Experience: = HCBOCC - 15-1/2 years as the Children's Advocacy Center Director. Also was the staff liaison for the Hospital District Board.

High School = Master Degree

College = Webster University

Special Training: = Special Training

Activities & Interest: = Community Service

Current positions on boards, committees, elected offices, law enforcement positions: = I am a current member of the Hospital District Board and have been serving in that capacity I believe for two (2) terms thus far.

Relation = No

Relative Name: =

Relationship: =

Conviction = No

Gender = Male

Disabled = No

Age = 52

Race: = White

Signature Certification: = Checked indicating Electronically Signed

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

**DATE OF ACTION REQUEST:** January 5, 2022

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

**SUBJECT/TITLE:** Consideration of adoption of Resolution 22-23-48 for Budget Amendment 22-23-035 regarding the FY 22/23 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$936,751.00.

---

**STATEMENT OF ISSUE**

The State Housing Initiatives Partnership (SHIP) is funded by the State of Florida Housing Trust Fund which derives its revenues from documentary stamp fees resulting from real estate transactions. State funds are distributed to Florida counties based upon population. No revenue from local ad valorem taxes is used for these purposes.

Florida Housing Trust Fund disbursed approximately \$209.4 million in SHIP funds for Fiscal Year 2022-2023. The State has allocated funds to Highlands County in the amount of \$936,751.00 Phase 30 Fiscal Year 2022-2023.

Funds will be expended through strategies approved under the Local Housing Assistance Plan (LHAP) covering that year. Budget Amendment 22-23-035 is being proposed to receive and appropriate a total of \$936,751.00 awarded to Highlands County for FY 2022-2023.

**RECOMMENDED ACTION**

**Request to adopt Resolution 22-23-48 for Budget Amendment 22-23-035 regarding the FY 22/23 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$936,751.00.**

**FISCAL IMPACT**

The Fiscal impact is an increase to Fund 166 (SHIP) for FY 2022-2023 in the amount of \$936,751.00, which \$843,075.90 is being appropriated into cost center 5367 and \$93,675.10 into cost center 5366 (SHIP Phase 30).

Attachments: [22-23-035R Project 21366 SHIP \(Resolution\).pdf](#)  
[22-23-035 Project 21366 SHIP \(BA\) REVISED.pdf](#)

**RESOLUTION NO. 22-23-48**

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-035 TO THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Highlands County has determined that the following budget amendment is necessary and proper within the State Housing Initiatives Partnership (SHIP) Fund.

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

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

**SECTION 2. Approval of Budget Amendment.** Budget Amendment 22-23-035 is hereby approved and authorized to add SHIP Grant Revenue received to Project 21366 with a net increase in the amount of \$936,751.00.

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

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

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

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

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

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

PASSED AND ADOPTED this 5<sup>th</sup> day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 12/9/2022

SUBMITTED BY: Lucy Castillo

FUND(S): 166 FUND TITLE(S): SHIP COST CENTER(S) #: 5366; 5367

PROJECT(S) #: 21366 PROJECT TITLE(S): SHIP PH 30 FY 22-23 COST CENTER TITLE(S): SHIP Administrative; SHIP Program

\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                        | ACTIVITY | BUDGET | INCREASE   | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------------|----------|--------|------------|----------|----------------|
| R    | 166  |             | 3345700Z | Proj. Lower Income Housing Asst     | 21366    | 0.00   | 936,751.00 |          | 936,751.00     |
| E    | 166  | 5367        | 54909Z   | Proj. Down Payment Assistance       | 21366    | 0.00   | 225,000.00 |          | 225,000.00     |
| E    | 166  | 5367        | 54910Z   | Proj. Rehabilitation                | 21366    | 0.00   | 268,075.90 |          | 268,075.90     |
| E    | 166  | 5367        | 54911Z   | Proj. Special Needs/Rental Dev.     | 21366    | 0.00   | 150,000.00 |          | 150,000.00     |
| E    | 166  | 5367        | 54935Z   | Proj. Emg. Home Repairs             | 21366    | 0.00   | 30,000.00  |          | 30,000.00      |
| E    | 166  | 5367        | 54937Z   | Proj. Foreclosure Intervention      | 21366    | 0.00   | 20,000.00  |          | 20,000.00      |
| E    | 166  | 5367        | 54942Z   | Proj. Emg. Housing Assistance       | 21366    | 0.00   | 150,000.00 |          | 150,000.00     |
| E    | 166  | 5366        | 54900Z   | Proj. Other Charges and Obligations | 21366    | 0.00   | 93,675.10  |          | 93,675.10      |

REASON: To record the State Housing Initiatives Partnership program grant award received August 18, 2022 for grant years 7/1/22 - 6/30/25 and to align the FY 22-23 budget to pay for expenses associated with the SHIP Program.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-035

TRANSFER TYPE:

Approval

ACTION:

Board Approved Denied

County Administrator Approved Denied

Denial

ITEM TO ITEM  
RESERVE  
XX BY RESOLUTION  
SUPPLEMENTAL BUDGET

SIGNATURE:

DATE: / /

Signature:

Posted by Clerk:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** Jan 5, 2023

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

**SUBJECT/TITLE:** Request adoption of Resolution 22-23-55 for Budget Amendment 22-23-042 to reorganize the ARPA project funds to match last FY21/22 and adjust balances according to actuals at the end of Fiscal Year 21/22 with a net decrease in the amount of \$2,616,633.93.

---

**STATEMENT OF ISSUE**

This budget amendment is to reorganize the ARPA project funds to match last FY21/22 and adjust balances according to actuals at the end of Fiscal Year 21/22 with a net decrease in the amount of \$2,616,633.93.

**RECOMMENDED ACTION**

Move to adopt resolution 22-23-55 for budget amendment 22-23-042 to reorganize the ARPA project funds to match last FY21/22 and adjust balances according to actuals at the end of Fiscal Year 21/22 with a net decrease in the amount of \$2,616,633.93.

**FISCAL IMPACT**

The fiscal impact is a decrease to the Fund 005 (General) in the amount of \$2,616,633.93.

Attachments: [22-23-042 ARPA Project Reorg wRollover Adjustments \(BA\).pdf](#)  
[22-23-042R ARPA Project Reorg wRollover Adjustments \(Resolution\).pdf](#)

December 19, 2022

**BOARD OF COUNTY COMMISSIONERS**

BOARD OF COUNTY COMMISSIONERS  
HIGHLANDS COUNTY FLORIDA

## BUDGET AMENDMENTS

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

DATE: 12/14/2022

SUBMITTED BY: **OMB**

FUND(S): **See List**      FUND TITLE(S): **See List**      COST CENTER(S) #: **See List**

|               |                 |                   |                 |                       |                 |
|---------------|-----------------|-------------------|-----------------|-----------------------|-----------------|
| PROJECT(S) #: | <b>See List</b> | PROJECT TITLE(S): | <b>See List</b> | COST CENTER TITLE(S): | <b>See List</b> |
|---------------|-----------------|-------------------|-----------------|-----------------------|-----------------|

\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                    | ACTIVITY | BUDGET       | INCREASE  | DECREASE     | REVISED BUDGET |
|------|------|-------------|----------|---------------------------------|----------|--------------|-----------|--------------|----------------|
| R    | 005  |             | 3999100Z | Project Fund Balance Forward    | 20056    | 2,719,304.72 |           | 2,716,009.97 | 3,294.75       |
| R    | 005  |             | 3999110Z | Proj Encumbrance Forward        | 20056    | 6,791.40     |           | 925.00       | 5,866.40       |
| E    | 005  | 3996        | 53100Z   | Project Professional Svcs       | 20056    | 10,086.15    |           | 925.00       | 9,161.15       |
| E    | 005  | 3996        | 59010Z   | Project Transfers Out           | 20056    | 2,522,453.00 |           | 2,522,453.00 | 0.00           |
| E    | 005  | 3996        | 59905Z   | Project Reserve for Contingency | 20056    | 193,556.97   |           | 193,556.97   | 0.00           |
| R    | 005  |             | 3999100Z | Project Fund Balance Forward    | 20073    | 0.00         | 66,979.00 |              | 66,979.00      |
| E    | 005  | 3996        | 56400Z   | Project Equipment               | 20073    | 1,220,835.00 | 66,979.00 |              | 1,287,814.00   |

**REASON: To reorganize the ARPA Project Funds to follow the revised grant reporting guidelines.**

**OFFICE USE ONLY**

**OMB RECOMMENDATION:**

REQUEST # 22-23-042

**TRANSFER TYPE:**

Approval

**ACTION:**

Denial

|                      |                   |          |                   |        |
|----------------------|-------------------|----------|-------------------|--------|
| Board                | <u>          </u> | Approved | <u>          </u> | Denied |
| County Administrator | <u>          </u> | Approved | <u>          </u> | Denied |

|           |                     |
|-----------|---------------------|
| <u>XX</u> | ITEM TO ITEM        |
|           | RESERVE             |
| <u>XX</u> | BY RESOLUTION       |
|           | SUPPLEMENTAL BUDGET |

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

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

DATE:            /            /

Posted by Clerk:

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

PAGE 2 of 6

**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-042

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET       | INCREASE     | DECREASE     | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|--------------|--------------|--------------|----------------|
| R    | 005  |             | 3999100Z | Project Fund Balance Forward     | 20084    | 21,170.51    | 46,149.36    |              | 67,319.87      |
| E    | 005  | 3996        | 51200Z   | Project Regular Salaries         | 20084    | 17,022.80    | 34,089.36    |              | 51,112.16      |
| E    | 005  | 3996        | 52100Z   | Project FICA Taxes               | 20084    | 1,302.04     | 2,000.00     |              | 3,302.04       |
| E    | 005  | 3996        | 52200Z   | Project Retirement Contributions | 20084    | 1,729.83     | 3,000.00     |              | 4,729.83       |
| E    | 005  | 3996        | 52300Z   | Project Life & Health Insurance  | 20084    | 1,091.90     | 7,000.00     |              | 8,091.90       |
| E    | 005  | 3996        | 52400Z   | Project Worker's Compensation    | 20084    | 23.94        | 60.00        |              | 83.94          |
| R    | 005  |             | 3999100Z | Project Fund Balance Forward     | 20078    | 205,000.00   |              | 205,000.00   | -              |
| R    | 005  |             | 3999110Z | Project Encumbrance Forward      | 20078    | 39,400.00    |              | 39,400.00    | -              |
| E    | 005  | 3996        | 53100Z   | Project Professional Services    | 20078    | 244,400.00   |              | 244,400.00   | -              |
| R    | 005  |             | 3999100Z | Project Fund Balance Forward     | 21113    | 0.00         | 244,400.00   |              | 244,400.00     |
| E    | 005  | 3322        | 53100Z   | Project Professional Services    | 21113    | 0.00         | 244,400.00   |              | 244,400.00     |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt           | 20075    | 1,000,000.00 |              | 1,000,000.00 | -              |
| E    | 005  | 3991        | 58102Z   | Govt Agency-Admin/Govt           | 20075    | 0.00         | 1,000,000.00 |              | 1,000,000.00   |
| E    | 005  | 3996        | 53100Z   | Project Professional Services    | 20071    | 100,000.00   |              | 100,000.00   | -              |
| E    | 005  | 3996        | 54900Z   | Project Other Chgs & Obligations | 20071    | 870.80       |              | 870.80       | -              |
| E    | 005  | 3996        | 56100Z   | Project Land                     | 20071    | 250,000.00   |              | 250,000.00   | -              |
| E    | 005  | 3996        | 56200Z   | Project Buildings                | 20071    | 4,649,000.00 |              | 4,649,000.00 | -              |

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

PAGE 3 of 6

**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-042

| TYPE | FUND | COST CENTER | ACCOUNT | ACCOUNT NAME                     | ACTIVITY | BUDGET     | INCREASE     | DECREASE   | REVISED BUDGET |
|------|------|-------------|---------|----------------------------------|----------|------------|--------------|------------|----------------|
| E    | 005  | 3991        | 53100Z  | Project Professional Services    | 20071    | 0.00       | 100,000.00   |            | 100,000.00     |
| E    | 005  | 3991        | 54900Z  | Project Other Chgs & Obligations | 20071    | 0.00       | 870.80       |            | 870.80         |
| E    | 005  | 3991        | 56100Z  | Project Land                     | 20071    | 0.00       | 250,000.00   |            | 250,000.00     |
| E    | 005  | 3991        | 56200Z  | Project Buildings                | 20071    | 0.00       | 4,649,000.00 |            | 4,649,000.00   |
| E    | 005  | 3996        | 56810Z  | Proj PC Software Purch \$25K+    | 20081    | 150,000.00 |              | 150,000.00 | -              |
| E    | 005  | 3400        | 56810Z  | Proj PC Software Purch \$25K+    | 20081    | 0.00       | 150,000.00   |            | 150,000.00     |
| E    | 005  | 3996        | 55200Z  | Project Operating Supplies       | 20079    | 25,000.00  |              | 25,000.00  | -              |
| E    | 005  | 3996        | 56400Z  | Project Equipment                | 20079    | 150,000.00 |              | 150,000.00 | -              |
| E    | 005  | 6212        | 55200Z  | Project Operating Supplies       | 20079    | 0.00       | 25,000.00    |            | 25,000.00      |
| E    | 005  | 6212        | 56400Z  | Project Equipment                | 20079    | 0.00       | 150,000.00   |            | 150,000.00     |
| E    | 005  | 3996        | 56200Z  | Project Buildings                | 20082    | 124,610.02 |              | 124,610.02 | -              |
| E    | 005  | 2672        | 56200Z  | Project Buildings                | 20082    | 0.00       | 124,610.02   |            | 124,610.02     |
| E    | 005  | 3996        | 56200Z  | Project Buildings                | 20083    | 100,000.00 |              | 100,000.00 | -              |
| E    | 005  | 2672        | 56200Z  | Project Buildings                | 20083    | 0.00       | 100,000.00   |            | 100,000.00     |
| E    | 005  | 3996        | 58301Z  | Other-Individuals                | 21068    | 42,064.59  |              | 42,064.59  | -              |
| E    | 005  | 3995        | 58301Z  | Other-Individuals                | 21068    | 0.00       | 42,064.59    |            | 42,064.59      |
|      |      |             |         |                                  |          |            |              |            | -              |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-042

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                | ACTIVITY | BUDGET     | INCREASE   | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|-----------------------------|----------|------------|------------|------------|----------------|
| R    | 005  |             | 3999110Z | Project Encumbrance Forward | 21070    | 2,499.23   |            | 827.32     | 1,671.91       |
| E    | 005  | 3996        | 55200Z   | Project Operating Supplies  | 21070    | 3,936.95   |            | 827.32     | 3,109.63       |
| R    | 005  |             | 3999110Z | Project Encumbrance Forward | 20077    | 42,000.00  |            | 12,000.00  | 30,000.00      |
| E    | 005  | 3996        | 56200Z   | Project Buildings           | 20077    | 300,000.00 |            | 12,000.00  | 288,000.00     |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21084    | 42,000.00  |            | 42,000.00  |                |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21084    | 0.00       | 42,000.00  |            | 42,000.00      |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21085    | 24,000.00  |            | 24,000.00  | -              |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21085    | 0.00       | 24,000.00  |            | 24,000.00      |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21086    | 340,000.00 |            | 340,000.00 | -              |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21086    | 0.00       | 340,000.00 |            | 340,000.00     |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21087    | 3,500.00   |            | 3,500.00   | -              |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21087    | 0.00       | 3,500.00   |            | 3,500.00       |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21088    | 27,500.00  |            | 27,500.00  | -              |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21088    | 0.00       | 27,500.00  |            | 27,500.00      |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt      | 21089    | 19,800.00  |            | 19,800.00  | -              |
| E    | 005  | 2111        | 58102Z   | Govt Agency-Admin/Govt      | 21089    | 0.00       | 19,800.00  |            | 19,800.00      |
|      |      |             |          |                             |          |            |            |            | -              |

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**BUDGET AMENDMENTS**

REQUEST NUMBER      22-23-042

| TYPE | FUND | COST CENTER | ACCOUNT | ACCOUNT NAME           | ACTIVITY | BUDGET    | INCREASE  | DECREASE  | REVISED BUDGET |
|------|------|-------------|---------|------------------------|----------|-----------|-----------|-----------|----------------|
| E    | 005  | 3996        | 58102Z  | Govt Agency-Admin/Govt | 21090    | 22,300.00 |           | 22,300.00 | -              |
| E    | 005  | 2111        | 58102Z  | Govt Agency-Admin/Govt | 21090    | 0.00      | 22,300.00 |           | 22,300.00      |
| E    | 005  | 3996        | 58102Z  | Govt Agency-Admin/Govt | 21091    | 42,500.00 |           | 42,500.00 | -              |
| E    | 005  | 2111        | 58102Z  | Govt Agency-Admin/Govt | 21091    | 0.00      | 42,500.00 |           | 42,500.00      |
| E    | 005  | 3996        | 58102Z  | Govt Agency-Admin/Govt | 21092    | 39,500.00 |           | 39,500.00 |                |
| E    | 005  | 2111        | 58102Z  | Govt Agency-Admin/Govt | 21092    | 0.00      | 39,500.00 |           | 39,500.00      |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |
|      |      |             |         |                        |          |           |           |           | -              |

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## BUDGET AMENDMENTS

REQUEST NUMBER 22-23-042

| FUND(S) | FUND TITLE(S) |
|---------|---------------|
| 005     | General       |
|         |               |
|         |               |
|         |               |
|         |               |
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|         |               |

| COST CTR(S) | COST CENTER TITLE(S)              |
|-------------|-----------------------------------|
| 3996        | Emergency/Disaster Relief         |
| 3322        | County Jail Maintenance           |
| 3991        | Local Emergency Management Agency |
| 3400        | Development Services              |
| 6212        | Libraries - Countywide            |
| 2672        | Facilities management 005         |
| 3995        | Childrens Advocacy Center         |
| 2111        | Central Services                  |
|             |                                   |
|             |                                   |
|             |                                   |
|             |                                   |

| FND | CST CTR | PROJ # | PROJECT TITLE                   |
|-----|---------|--------|---------------------------------|
| 005 | 3996    | 20056  | American Rescue Plan Act        |
| 005 | 3996    | 20073  | Dispatch Console Upgrade (ARPA) |
| 005 | 3996    | 20084  | Admin Project Mgmt (ARPA)       |
| 005 | 3996    | 20078  | COVID Jail Master Plan (ARPA)   |
| 005 | 3322    | 21113  | Jail Generator                  |
| 005 | 3991    | 20075  | Septic to Sewer EOC             |
| 005 | 3991    | 20071  | Hurricane Shelter/Civic Ctr     |
| 005 | 3400    | 20081  | Development Svcs Software       |
| 005 | 6212    | 20079  | HC Libraries Outreach           |
| 005 | 2672    | 20082  | Annex Remodel - 1st Floor       |
| 005 | 2672    | 20083  | R&B Main Facility Upgrade       |
| 005 | 3995    | 21068  | CAC Household Assistance        |

| FND | CST CTR | PROJ # | PROJECT TITLE              |
|-----|---------|--------|----------------------------|
| 005 | 3996    | 21070  | Veterans Svcs Outreach     |
| 005 | 3996    | 20077  | R&B Bldg Expansion         |
| 005 | 2111    | 21084  | SNL Auto Flushing Stations |
| 005 | 2111    | 21085  | SNL Water Booster Stations |
| 005 | 2111    | 21086  | SNL Bypass Pump            |
| 005 | 2111    | 21087  | SNL Remote Pressure Sensor |
| 005 | 2111    | 21088  | SNL Unit 16 Analyzer       |
| 005 | 2111    | 21089  | SNL Unit 23 Modifications  |
| 005 | 2111    | 21090  | SNL Water Pressure Valve   |
| 005 | 2111    | 21091  | SNL Water System VFD       |
| 005 | 2111    | 21092  | SNL Water Tank Mixer       |

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**RESOLUTION NO. 22-23-55**

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-042 TO THE GENERAL FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

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

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

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

**SECTION 2. Approval of Budget Amendment.** Budget Amendment 22-23-042 is hereby approved and authorized to reorganize the ARPA project funds to match last FY21/22 and adjust balances according to actuals at the end of Fiscal Year 21/22 with a net decrease in the amount of (\$2,616,633.93).

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

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

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

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

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

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

PASSED AND ADOPTED this 5<sup>th</sup> day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

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

**DATE OF ACTION REQUEST:** Jan 5, 2023

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

**SUBJECT/TITLE:** Request adoption of Resolution 22-23-56 for Budget Amendment 22-23-043 to make adjustments and corrections to the rollover project balances from FY 21/22 into the current FY 22/23 to properly budget the available funds in the projects in FY 22/23 with Fiscal Impact of a net increase in the amount of \$9,925,310.70.

---

**STATEMENT OF ISSUE**

This budget amendment is making adjustments and corrections to FY21-22 Project rollovers into FY22-23 according to actuals after end-of-year close-out, as well as, to roll projects that were not rolled in the budget process nor completed and true up the RPAC fund balance.

**RECOMMENDED ACTION**

**Move to Adopt Resolution 22-23-56 for Budget Amendment 22-23-043 to make adjustments and corrections to the rollover project balances from FY 21/22 into the current FY 22/23 to properly budget the available funds in the projects in FY 22/23 with Fiscal Impact of a net increase in the amount of \$9,925,310.70.**

**FISCAL IMPACT**

The fiscal impact for FY 22-23 is an increase to Fund 005 (General), Fund 143 (FL Boating Improvement), Fund 152 (Tourist Development Trust), Fund 166 (SHIP), and Fund 401 (Solid Waste) in the amounts of \$10,213,523.55, \$13,468.84, \$1,900.02, \$16,358.21 and \$231,057.55 respectively, and a decrease to Fund 151 (Infrastructure Surtax), Fund 155 (Hospital District), Fund 350 (HCISSR LTD Capital, Fund 355 (HCFPIRN LTD Capital, and Fund 420 (Energy Recovery) in the amounts of \$489,132.00, \$5,046.96, \$8,912.50, \$20,473.63 and \$27,432.38 respectively, with an overall budget increase of \$9,925,310.70.

Attachments: [22-23-043 FY21-22 Rollover Project Adjustments\\_Corrections to FY22-23.pdf](#)  
[22-23-043R FY21-22 Rollover Project Adjustments\\_Corrections to FY22-23.pdf](#)

# BOARD OF COUNTY COMMISSIONERS

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## BUDGET AMENDMENTS

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

DATE: 12/14/2022

SUBMITTED BY: OMB

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

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                 | ACTIVITY | BUDGET    | INCREASE  | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|------------------------------|----------|-----------|-----------|----------|----------------|
| R    | 005  |             | 3475600Z | Proj Rent Fee Horse Arena    | 00059    | 0.00      | 350.00    |          | 350.00         |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward       | 00059    | 4,384.00  | 3,000.27  |          | 7,384.27       |
| E    | 005  | 6302        | 54600Z   | Project Repair & Maintenance | 00059    | 4,384.00  | 3,350.27  |          | 7,734.27       |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward       | 04074    | 0.00      | 11,944.00 |          | 11,944.00      |
| E    | 151  | 4102A       | 56300Z   | Project Improvements         | 04074    | 33,553.50 | 11,944.00 |          | 45,497.50      |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward       | 07040    | 379.00    | 0.10      |          | 379.10         |
| E    | 005  | 6209        | 3662000Z | Libraries - Project          | 07040    | 0.00      | 8.01      |          | 8.01           |
| E    | 005  | 6209        | 55200Z   | Project Operating Supplies   | 07040    | 379.00    | 8.11      |          | 387.11         |

REASON: To make adjustments and corrections to FY21-22 Project rollovers into FY22-23 according to actuals after end-of-year close-out, as well as, to roll projects that were not rolled in the budget process nor completed and true up the RPAC fund balance.

## OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-043

TRANSFER TYPE:

Approval  
 Denial

ACTION:  
 Board Approved Denied  
 County Administrator Approved Denied

☒ ITEM TO ITEM  
☐ RESERVE  
☒ BY RESOLUTION  
☐ SUPPLEMENTAL BUDGET

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

DATE:   /  /  

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

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

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET       | INCREASE  | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|--------------|-----------|------------|----------------|
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 08048    | 12,829.00    | 59.84     |            | 12,888.84      |
| R    | 005  |             | 3662000Z | Libraries - Project              | 08048    | 0.00         | 37.61     |            | 37.61          |
| E    | 005  | 6210        | 54900Z   | Project Other Chgs & Obligations | 08048    | 784.00       | 97.45     |            | 881.45         |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 08049    | 4,315.00     | 120.38    |            | 4,435.38       |
| R    | 005  |             | 3662000Z | Libraries - Project              | 08049    | 0.00         | 1,003.25  |            | 1,003.25       |
| E    | 005  | 6211        | 55200Z   | Project Operating Supplies       | 08049    | 4,315.00     | 1,123.63  |            | 5,438.63       |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 08067    | 5,000.00     |           | 102.51     | 4,897.49       |
| E    | 005  | 5221        | 53108Z   | Project Outpatient               | 08067    | 5,500.00     |           | 102.51     | 5,397.49       |
| R    | 420  |             | 3999100Z | Project Fd Bal Forward           | 14014    | 1,124,570.00 |           | 27,432.38  | 1,097,137.62   |
| E    | 420  | 4230        | 54600Z   | Project Repair & Maintenance     | 14014    | 1,221,758.13 |           | 27,432.38  | 1,194,325.75   |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 14033    | 401,207.00   |           | 391,961.64 | 9,245.36       |
| E    | 151  | 2111A       | 56200Z   | Project Buildings                | 14033    | 10,075.00    |           | 10,075.00  | -              |
| E    | 151  | 2111A       | 56400Z   | Project Equipment                | 14033    | 461,284.73   |           | 381,886.64 | 79,398.09      |
| R    | 401  |             | 3999100Z | Project Fd Bal Forward           | 15030    | 64,533.00    | 0.63      |            | 64,533.63      |
| E    | 401  | 4210        | 56400Z   | Project Equipment                | 15030    | 64,533.00    |           | 64,533.00  | -              |
| E    | 401  | 4210        | 55200Z   | Project Operating Supplies       | 15030    | 0.00         | 64,533.63 |            | 64,533.63      |
| R    | 151  |             | 3344950Z | Project DOT Grant                | 16002    | 123,494.00   |           | 39,078.80  | 84,415.20      |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure   | 16002    | 293,601.85   |           | 39,078.80  | 254,523.05     |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET       | INCREASE   | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|--------------|------------|------------|----------------|
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 15064    | 10,483.00    | 224.75     |            | 10,707.75      |
| E    | 005  | 3995        | 55403Z   | Project Training & Education     | 15064    | 9,031.00     |            | 3,000.00   | 6,031.00       |
| R    | 005  | 3995        | 54800Z   | Project Promotional Activites    | 15064    | 0.00         | 2,000.00   |            | 2,000.00       |
| E    | 005  | 3995        | 54900Z   | Project Other Chgs & Obligations | 15064    | 0.00         | 1,224.75   |            | 1,224.75       |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 16056    | 1,486,362.00 |            | 199,902.98 | 1,286,459.02   |
| E    | 151  | 3322A       | 56200Z   | Project Buildings                | 16056    | 1,486,362.00 |            | 199,902.98 | 1,286,459.02   |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 17020    | 4,825.00     | 0.17       |            | 4,825.17       |
| E    | 005  | 3995        | 55200Z   | Project Operating Supplies       | 17020    | 4,825.00     | 0.17       |            | 4,825.17       |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 17023    | 41,259.00    |            | 34,168.00  | 7,091.00       |
| R    | 005  |             | 3999110Z | Project Encumb Forward           | 17023    | 29,158.00    |            | 1,595.75   | 27,562.25      |
| E    | 005  | 6303        | 53400Z   | Project Contractual Services     | 17023    | 70,417.00    |            | 35,763.75  | 34,653.25      |
| R    | 151  |             | 3344950Z | Project DOT Grant                | 17034    | 1,365,841.00 | 734,190.66 |            | 2,100,031.66   |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure   | 17034    | 1,366,406.00 | 734,190.66 |            | 2,100,596.66   |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 17035    | 499,989.00   |            | 29,301.03  | 470,687.97     |
| R    | 151  |             | 3999110Z | Project Encumb Forward           | 17035    | 29,000.00    |            | 318.29     | 28,681.71      |
| E    | 151  | 2672A       | 56200Z   | Project Buildings                | 17035    | 528,989.00   |            | 29,619.32  | 499,369.68     |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 17041    | 113,815.00   |            | 3,340.58   | 110,474.42     |
| E    | 151  | 2672A       | 56200Z   | Project Buildings                | 17041    | 116,315.00   |            | 3,340.58   | 112,974.42     |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                       | ACTIVITY | BUDGET       | INCREASE  | DECREASE     | REVISED BUDGET |
|------|------|-------------|----------|------------------------------------|----------|--------------|-----------|--------------|----------------|
| R    | 005  |             | 3434001Z | Proj Sale - Grabage<br>Carts       | 17044    | 0.00         | 25.00     |              | 25.00          |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward             | 17044    | 0.00         | 1,135.00  |              | 1,135.00       |
| E    | 005  | 6303        | 54800Z   | Project Promotional<br>Activities  | 17044    | 0.00         | 1,160.00  |              | 1,160.00       |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward             | 17058    | 210,203.00   |           | 4,493.76     | 205,709.24     |
| E    | 151  | 2672A       | 56200Z   | Project Buildings                  | 17058    | 244,703.00   |           | 4,493.76     | 240,209.24     |
| R    | 110  |             | 3449002Z | Right of Way<br>Improvements(Proj) | 17061    | 10,000.00    |           | 10,000.00    | 0.00           |
| R    | 110  |             | 3449002  | Right of Way<br>Improvements       |          | 0.00         | 10,000.00 |              | 10,000.00      |
| R    | 151  |             | 3344950Z | Project DOT Grant                  | 17062    | 28,191.00    |           | 15,225.70    | 12,965.30      |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure  | 17062    | 392,008.52   |           | 15,225.70    | 376,782.82     |
| R    | 151  |             | 3344950Z | Project DOT Grant                  | 17063    | 125,000.00   | 13,071.58 |              | 138,071.58     |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure  | 17063    | 218,506.09   | 13,071.58 |              | 231,577.67     |
| R    | 151  |             | 3344950Z | Project DOT Grant                  | 18007    | 45,000.00    | 20,489.43 |              | 65,489.43      |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure  | 18007    | 45,391.50    | 20,489.43 |              | 65,880.93      |
| R    | 151  |             | 3344950Z | Project DOT Grant                  | 18008    | 1,300,000.00 |           | 1,263,953.95 | 36,046.05      |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure  | 18008    | 3,325,353.09 |           | 1,263,953.95 | 2,061,399.14   |
| R    | 151  |             | 3344950Z | Project DOT Grant                  | 18009    | 0.00         | 33,938.29 |              | 33,938.29      |
| R    | 151  |             | 3999110Z | Project Encumb<br>Forward          | 18009    | 2,531.49     |           | 2,218.49     | 313.00         |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure  | 18009    | 2,531.49     | 31,719.80 |              | 34,251.29      |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                      | ACTIVITY | BUDGET       | INCREASE   | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|-----------------------------------|----------|--------------|------------|-----------|----------------|
| R    | 151  |             | 3999100Z | Project Fd Bal Forward            | 18025    | 113,000.00   |            | 36,700.42 | 76,299.58      |
| R    | 151  |             | 3999110Z | Project Encumb<br>Forward         | 18025    | 36,000.00    |            | 680.49    | 35,319.51      |
| E    | 151  | 2672A       | 56200Z   | Project Buildings                 | 18025    | 286,000.00   |            | 37,380.91 | 248,619.09     |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward            | 18047    | 60,273.00    |            | 2,280.29  | 57,992.71      |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure | 18047    | 60,273.00    |            | 2,280.29  | 57,992.71      |
| R    | 355  |             | 3999100Z | Project Fd Bal Forward            | 18051    | 2,306,706.00 |            | 20,473.63 | 2,286,232.37   |
| E    | 355  | 2685        | 56200Z   | Project Buildings                 | 18051    | 2,502,794.96 |            | 20,473.63 | 2,482,321.33   |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward            | 19002    | 0.00         | 3,809.04   |           | 3,809.04       |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure | 19002    | 0.00         | 3,809.04   |           | 3,809.04       |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward            | 19007    | 612,568.00   | 657,000.79 |           | 1,269,568.79   |
| E    | 151  | 4102A       | 56200Z   | Project Buildings                 | 19007    | 629,268.00   | 657,000.79 |           | 1,286,268.79   |
| R    | 151  |             | 3344950Z | Project DOT Grant                 | 19016    | 203,287.00   | 142,961.14 |           | 346,248.14     |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure | 19016    | 203,287.00   | 142,961.14 |           | 346,248.14     |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward            | 19040    | 2,583,422.08 |            | 963.59    | 2,582,458.49   |
| R    | 005  |             | 3999110Z | Project Encumb<br>Forward         | 19040    | 186,287.37   |            | 3,205.26  | 183,082.11     |
| E    | 005  | 3996        | 56200Z   | Project Buildings                 | 19040    | 2,769,709.45 |            | 4,168.85  | 2,765,540.60   |
| R    | 152  |             | 3343971Z | Prj FL Fish & Wildlife<br>Comm    | 19044    | 231,902.00   |            | 2,463.98  | 229,438.02     |
| E    | 152  | 5306        | 56300Z   | Project Improvements              | 19044    | 267,902.00   |            | 2,463.98  | 265,438.02     |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                  | ACTIVITY | BUDGET       | INCREASE   | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------|----------|--------------|------------|-----------|----------------|
| R    | 166  |             | 3999100Z | Project Fd Bal Forward        | 19366    | 8,000.00     | 7,147.21   |           | 15,147.21      |
| E    | 166  | 5366        | 51200Z   | Project Regular Salaries      | 19366    | 0.00         | 1,188.88   |           | 1,188.88       |
| E    | 166  | 5367        | 54910Z   | Project Rehabilitation        | 19366    | 30,742.00    | 5,958.33   |           | 36,700.33      |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 20006    | 0.00         | 12,662.00  |           | 12,662.00      |
| E    | 151  | 4102A       | 56400Z   | Project Equipment             | 20006    | 0.00         | 12,662.00  |           | 12,662.00      |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 20006    | 12,662.00    |            | 12,662.00 | -              |
| E    | 151  | 4102A       | 56400Z   | Project Equipment             | 20006    | 12,662.00    |            | 12,662.00 | -              |
| R    | 151  |             | 3999100  | Fund Balance Brought Forward  |          | 1,157,749.00 | 50,000.00  |           | 1,207,749.00   |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 20012    | 0.00         | 100,000.00 |           | 100,000.00     |
| E    | 151  | 2672A       | 56200Z   | Project Buildings             | 20012    | 0.00         | 150,000.00 |           | 150,000.00     |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 20031    | 3,729.00     |            | 2,005.25  | 1,723.75       |
| E    | 151  | 6101A       | 53100Z   | Project Professional Services | 20031    | 2,500.00     |            | 2,005.25  | 494.75         |
| R    | 155  |             | 3999100Z | Project Fd Bal Forward        | 20036    | 0.00         | 3,049.27   |           | 3,049.27       |
| E    | 155  | 1155        | 53400Z   | Project Contractual Services  | 20036    | 0.00         | 3,049.27   |           | 3,049.27       |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 20038    | 91,190.00    |            | 2,153.37  | 89,036.63      |
| R    | 151  |             | 3999110Z | Project Encumb Forward        | 20038    | 35,046.70    |            | 10,046.70 | 25,000.00      |
| E    | 151  | 2672A       | 56200Z   | Project Buildings             | 20038    | 126,236.70   |            | 12,200.07 | 114,036.63     |
|      |      |             |          |                               |          |              |            |           | -              |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET     | INCREASE  | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|------------|-----------|----------|----------------|
| R    | 401  |             | 3999100Z | Project Fd Bal Forward           | 20045    | 0.00       | 61,250.00 |          | 61,250.00      |
| E    | 401  | 4210        | 53100Z   | Project Professional Services    | 20045    | 16,432.10  | 61,250.00 |          | 77,682.10      |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 20057    | 140,801.00 | 0.44      |          | 140,801.44     |
| E    | 151  | 6101A       | 56300Z   | Project Improvemets              | 20057    | 140,801.00 | 0.44      |          | 140,801.44     |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 20065    | 47,008.00  |           | 1,050.22 | 45,957.78      |
| E    | 151  | 4102A       | 56300Z   | Project Improvements             | 20065    | 47,008.00  |           | 1,050.22 | 45,957.78      |
| R    | 005  |             | 3999110Z | Project Encumb Forward           | 20066    | 10,000.00  |           | 7,799.40 | 2,200.60       |
| E    | 005  | 2810        | 53100Z   | Project Professional Services    | 20066    | 10,000.00  |           | 7,799.40 | 2,200.60       |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 20067    | 0.00       | 6,289.92  |          | 6,289.92       |
| E    | 005  | 6213        | 54900Z   | Project Other Chgs & Obligations | 20067    | 0.00       | 6,289.92  |          | 6,289.92       |
| R    | 166  |             | 3999100Z | Project Fd Bal Forward           | 20366    | 530,858.05 | 9,211.00  |          | 540,069.05     |
| E    | 166  | 5366        | 54000Z   | Project Travel & Per Diem        | 20366    | 1,152.00   |           | 1,152.00 | -              |
| E    | 166  | 5366        | 52300Z   | Project Life & Health Insurance  | 20366    | 13,853.00  |           | 4,000.00 | 9,853.00       |
| E    | 166  | 5366        | 55200Z   | Project Operating Supplies       | 20366    | 8,499.21   |           | 1,377.44 | 7,121.77       |
| E    | 166  | 5366        | 55403Z   | Project Education & Traing       | 20366    | 1,000.00   |           | 1,000.00 | -              |
| E    | 166  | 5366        | 51300Z   | Project Other Slaries & Wages    | 20366    | 0.00       | 4,000.00  |          | 4,000.00       |
| E    | 166  | 5367        | 54909Z   | Project Down Payment Assistance  | 20366    | 138,541.13 | 12,740.44 |          | 151,281.57     |
|      |      |             |          |                                  |          |            |           |          | -              |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                        | ACTIVITY | BUDGET     | INCREASE      | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------------|----------|------------|---------------|-----------|----------------|
| R    | 005  |             | 3315500Z | Disaster Relief FEMA-<br>Project    | 21001    | 0.00       | 10,076,530.01 |           | 10,076,530.01  |
| E    | 005  | 3996        | 53400Z   | Project Contractual<br>Services     | 21001    | 0.00       | 9,852,500.00  |           | 9,852,500.00   |
| E    | 005  | 3996        | 54000Z   | Project Travel & Per<br>Diem        | 21001    | 0.00       | 144.00        |           | 144.00         |
| E    | 005  | 3996        | 54600Z   | Project Repairs &<br>Maintenance    | 21001    | 0.00       | 74,088.27     |           | 74,088.27      |
| E    | 005  | 3996        | 54605Z   | Signals Project                     | 21001    | 0.00       | 4,210.89      |           | 4,210.89       |
| E    | 005  | 3996        | 54900Z   | Project Other Chgs &<br>Obligations | 21001    | 0.00       | 207.12        |           | 207.12         |
| E    | 005  | 3996        | 55200Z   | Project Operating<br>Supplies       | 21001    | 0.00       | 22,757.55     |           | 22,757.55      |
| E    | 005  | 3996        | 55209Z   | Project Signs                       | 21001    | 0.00       | 81,147.59     |           | 81,147.59      |
| E    | 005  | 3996        | 55211Z   | Project Gas & Oil                   | 21001    | 0.00       | 14,222.05     |           | 14,222.05      |
| E    | 005  | 3996        | 56400Z   | Project Equipment                   | 21001    | 0.00       | 27,252.54     |           | 27,252.54      |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward              | 21002    | 34,500.00  |               | 2,542.50  | 31,957.50      |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure   | 21002    | 34,500.00  |               | 2,542.50  | 31,957.50      |
| R    | 151  |             | 3999110Z | Project Encumb<br>Forward           | 21006    | 309,334.00 |               | 12,337.50 | 296,996.50     |
| E    | 151  | 4102A       | 56400Z   | Project Equipment                   | 21006    | 309,334.00 |               | 12,337.50 | 296,996.50     |
| R    | 401  |             | 3343440Z | FEDP Grant - Projects               | 21008    | 0.00       | 63,792.86     |           | 63,792.86      |
| E    | 401  | 4210        | 56400Z   | Project Equipment                   | 21008    | 0.00       | 63,792.86     |           | 63,792.86      |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward              | 21016    | 0.00       | 9,043.06      |           | 9,043.06       |
| E    | 151  | 4102A       | 56301Z   | Project Capital<br>Infrastructure   | 21016    | 0.00       | 9,043.06      |           | 9,043.06       |

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## BUDGET AMENDMENTS

| REQUEST NUMBER |      | 22-23-043   |          |                                |          |            |            |          |                |
|----------------|------|-------------|----------|--------------------------------|----------|------------|------------|----------|----------------|
| TYPE           | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                   | ACTIVITY | BUDGET     | INCREASE   | DECREASE | REVISED BUDGET |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21019    | 0.00       | 158,101.73 |          | 158,101.73     |
| E              | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 21019    | 0.00       | 158,101.73 |          | 158,101.73     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21028    | 0.00       | 2,741.95   |          | 2,741.95       |
| E              | 151  | 3322A       | 56400Z   | Project Equipment              | 21028    | 223,181.05 | 2,741.95   |          | 225,923.00     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21029    | 0.00       | 193,512.75 |          | 193,512.75     |
| E              | 151  | 3322A       | 56200Z   | Project Buildings              | 21029    | 1,452.00   | 78,512.75  |          | 79,964.75      |
| E              | 151  | 3322A       | 56400Z   | Project Equipment              | 21029    | 0.00       | 115,000.00 |          | 115,000.00     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21036    | 23,982.76  |            | 1,588.77 | 22,393.99      |
| E              | 151  | 2672A       | 56400Z   | Project Equipment              | 21036    | 73,982.76  |            | 1,588.77 | 72,393.99      |
| R              | 005  |             | 3999100Z | Project Fd Bal Forward         | 21042    | 0.00       | 7,343.77   |          | 7,343.77       |
| E              | 005  | 2109        | 54800Z   | Project Promotional Activities | 21042    | 0.00       | 7,343.77   |          | 7,343.77       |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21043    | 0.00       | 10,439.00  |          | 10,439.00      |
| E              | 151  | 5105A       | 56400Z   | Project Equipment              | 21043    | 248,791.00 | 10,439.00  |          | 259,230.00     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21044    | 0.00       | 245,674.26 |          | 245,674.26     |
| E              | 151  | 4102A       | 56100Z   | Project Land                   | 21044    | 0.00       | 245,674.26 |          | 245,674.26     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21046    | 222,515.00 |            | 8,342.65 | 214,172.35     |
| E              | 151  | 4102A       | 56301Z   | Project Capital Infrastructure | 21046    | 222,515.00 |            | 8,342.65 | 214,172.35     |
| R              | 151  |             | 3999100Z | Project Fd Bal Forward         | 21048    | 0.00       | 90,000.00  |          | 90,000.00      |
| E              | 151  | 2111A       | 56400Z   | Project Equipment              | 21048    | 0.00       | 90,000.00  |          | 90,000.00      |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                  | ACTIVITY | BUDGET       | INCREASE  | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------|----------|--------------|-----------|----------|----------------|
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 21049    | 0.00         | 72,000.00 |          | 72,000.00      |
| E    | 151  | 2111A       | 56200Z   | Project Buildings             | 21049    | 82,500.00    | 72,000.00 |          | 154,500.00     |
| R    | 143  |             | 3999100Z | Project Fd Bal Forward        | 21051    | 0.00         | 13,468.84 |          | 13,468.84      |
| E    | 143  | 6103        | 54600Z   | Project Repairs & Maintenance | 21051    | 0.00         | 13,468.84 |          | 13,468.84      |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward        | 21052    | 0.00         | 1,448.05  |          | 1,448.05       |
| E    | 005  | 3995        | 55100Z   | Project Office Supplies       | 21052    | 0.00         | 1,023.04  |          | 1,023.04       |
| E    | 005  | 3995        | 55403Z   | Project Education & Training  | 21052    | 0.00         | 425.01    |          | 425.01         |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 21053    | 74,468.00    |           | 455.17   | 74,012.83      |
| E    | 151  | 2672A       | 56200Z   | Project Buildins              | 21053    | 729,468.00   |           | 455.17   | 729,012.83     |
| R    | 151  |             | 3999100Z | Project Fd Bal Forward        | 21056    | 48,375.00    |           | 2,000.00 | 46,375.00      |
| E    | 151  | 6101A       | 56200Z   | Project Buildins              | 21056    | 50,375.00    |           | 2,000.00 | 48,375.00      |
| R    | 005  |             | 3342170Z | EMS Trust Grant               | 21058    | 0.00         | 10,064.94 |          | 10,064.94      |
| E    | 005  | 5105        | 55200Z   | Project Operating Supplies    | 21058    | 25,759.96    | 10,064.94 |          | 35,824.90      |
| R    | 401  |             | 3999100Z | Project Fd Bal Forward        | 21063    | 0.00         | 38,497.20 |          | 38,497.20      |
| E    | 401  | 4210        | 56300Z   | Project Improvements          | 21063    | 0.00         | 38,497.20 |          | 38,497.20      |
| R    | 350  |             | 3999110Z | Project Encumb Forward        | 21064    | 39,550.00    |           | 8,912.50 | 30,637.50      |
| E    | 350  | 2680F       | 56200Z   | Project Buildings             | 21064    | 9,999,869.10 |           | 8,912.50 | 9,990,956.60   |
|      |      |             |          |                               |          |              |           |          | -              |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET       | INCREASE | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|--------------|----------|-----------|----------------|
| R    | 151  |             | 3999100Z | Project Fd Bal Forward           | 21074    | 100,000.00   |          | 33.87     | 99,966.13      |
| E    | 151  | 2672A       | 56400Z   | Project Equipment                | 21074    | 100,000.00   |          | 33.87     | 99,966.13      |
| R    | 401  |             | 3999110Z | Project Encumb Forward           | 21078    | 1,771,564.00 |          | 14,008.61 | 1,757,555.39   |
| E    | 401  | 4210        | 53100Z   | Project Professional Service     | 21078    | 1,771,564.00 |          | 14,008.61 | 1,757,555.39   |
| R    | 155  |             | 3661000Z | Project Donations/ Contributions | 21080    | 38,000.00    |          | 8,096.23  | 29,903.77      |
| E    | 155  | 1155        | 51200Z   | Project Regular Salaries         | 21080    | 20,000.00    |          | 5,848.37  | 14,151.63      |
| E    | 155  | 1155        | 52100Z   | Project FICA Taxes               | 21080    | 1,500.00     |          | 440.24    | 1,059.76       |
| E    | 155  | 1155        | 52200Z   | Project Retirement Contributions | 21080    | 1,000.00     |          | 714.02    | 285.98         |
| E    | 155  | 1155        | 52300Z   | Project Life & Health Insurance  | 21080    | 2,000.00     |          | 1,085.55  | 914.45         |
| E    | 155  | 1155        | 52400Z   | Project Workers' Compensation    | 21080    | 100.00       |          | 8.05      | 91.95          |
| R    | 401  |             | 3999100Z | Project Fd Bal Forward           | 21081    | 0.00         | 1,525.47 |           | 1,525.47       |
| E    | 401  | 4210        | 55200Z   | Project Operating Supplies       | 21081    | 554.00       | 1,525.47 |           | 2,079.47       |
| R    | 005  |             | 3312250Z | NCA Grant                        | 21096    | 39,225.00    |          | 1,878.39  | 37,346.61      |
| E    | 005  | 3995        | 51200Z   | Project Regular Salaries         | 21096    | 26,890.00    |          | 2,728.39  | 24,161.61      |
| E    | 005  | 3995        | 52200Z   | Project Retirement Contributions | 21096    | 0.00         | 750.00   |           | 750.00         |
| E    | 005  | 3995        | 52400Z   | Project Workers' Compensation    | 21096    | 0.00         | 100.00   |           | 100.00         |
| R    | 005  |             | 3347210Z | Historic Preservation            | 21097    | 0.00         | 1,100.00 |           | 1,100.00       |
| E    | 005  | 6213        | 53100Z   | Project Professional Services    | 21097    | 22,500.00    | 1,100.00 |           | 23,600.00      |

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**BUDGET AMENDMENTS**

REQUEST NUMBER 22-23-043

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET       | INCREASE   | DECREASE   | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|--------------|------------|------------|----------------|
| R    | 152  |             | 3349300Z | Enterprise Florida Project       | 21101    | 0.00         | 4,364.00   |            | 4,364.00       |
| E    | 152  | 5305        | 53400Z   | Project Contractual Services     | 21101    | 0.00         | 4,364.00   |            | 4,364.00       |
| R    | 005  |             | 3346900Z | Other Human Services Project     | 21102    | 0.00         | 4,310.33   |            | 4,310.33       |
| E    | 005  | 3995        | 51200Z   | Project Regular Salaries         | 21102    | 0.00         | 4,310.33   |            | 4,310.33       |
| R    | 005  |             | 3349300Z | Enterprise Florida Project       | 21103    | 108,575.64   |            | 2,777.78   | 105,797.86     |
| E    | 005  | 3995        | 53400Z   | Project Contractual Services     | 21103    | 11,111.11    |            | 2,777.78   | 8,333.33       |
| R    | 401  |             | 3999100Z | Project Fd Bal Forward           | 21105    | 0.00         | 80,000.00  |            | 80,000.00      |
| E    | 401  | 4210        | 56400Z   | Project Equipment                | 21105    | 0.00         | 80,000.00  |            | 80,000.00      |
| R    | 005  |             | 3661000Z | Project Donations/ Contributions | 21107    | 0.00         | 25,000.00  |            | 25,000.00      |
| E    | 005  | 2810        | 54700Z   | Project Printing & Binding       | 21107    | 0.00         | 2,000.00   |            | 2,000.00       |
| E    | 005  | 2810        | 54800Z   | Project Promotional Activities   | 21107    | 0.00         | 5,000.00   |            | 5,000.00       |
| E    | 005  | 2810        | 55403Z   | Project Education & Training     | 21107    | 0.00         | 18,000.00  |            | 18,000.00      |
| R    | 005  |             | 3999100Z | Project Fd Bal Forward           | 21110    | 0.00         | 125,000.00 |            | 125,000.00     |
| E    | 005  | 2700        | 53100Z   | Project Professional Services    | 21110    | 0.00         | 125,000.00 |            | 125,000.00     |
| R    | 005  |             | 3346900Z | Other Human Services Project     | 21111    | 0.00         | 2,962.83   |            | 2,962.83       |
| E    | 005  | 3995        | 55403Z   | Project Education & Training     | 21111    | 0.00         | 2,962.83   |            | 2,962.83       |
| E    | 151  | 4102A       | 56400Z   | Project Equipment                |          | 1,666,334.00 |            | 157,000.00 | 1,509,334.00   |
| E    | 151  | 4102A       | 56300Z   | Project Improvements             | 21112    | 0.00         | 157,000.00 |            | 157,000.00     |

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**BOARD OF COUNTY COMMISSIONERS**

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## BUDGET AMENDMENTS

REQUEST NUMBER 22-23-043

[illegible]

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# BOARD OF COUNTY COMMISSIONERS

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## BUDGET AMENDMENTS

REQUEST NUMBER 22-23-043

| FUND(S) | FUND TITLE(S)                  |
|---------|--------------------------------|
| 005     | General                        |
| 110     | Transportation Trust           |
| 143     | FL Boating Improvement         |
| 151     | Infrastructure Surtax          |
| 152     | Tourist Development Trust Fund |
| 155     | Hospital District              |
| 166     | SHIP                           |
| 350     | HCISSR LTD Capital Fund        |
| 355     | HCFPIRN LTD Capital Fund       |
| 401     | Solid Waste                    |
| 420     | Energy Recovery                |

| COST CENTER(S) | COST CENTER TITLE(S)           |
|----------------|--------------------------------|
| 1155           | Hospital District              |
| 2109           | Public Information             |
| 2685           | HCFPIRN LTD Capital EXPS       |
| 2700           | Planning & Zoning              |
| 2810           | Office of Economic Development |
| 3995           | Children's Advocacy Center     |
| 3996           | Emergency/Disaster Relief      |

| FND | CST CTR | PROJ # | PROJECT TITLE                          |
|-----|---------|--------|----------------------------------------|
| 005 | 6302    | 00059  | 4-H Horse Arena Facility               |
| 151 | 4102A   | 04074  | Old SR 8 / Toni Dr Mining Permit       |
| 005 | 6209    | 07040  | AP Library Donations                   |
| 005 | 6210    | 08048  | Sebring Public Library Donations       |
| 005 | 6211    | 08049  | LP Mem Library Donations               |
| 005 | 5221    | 08067  | Coast2Coast RX Card                    |
| 420 | 4230    | 14014  | Asphalt R&M Set Aside Fees             |
| 151 | 2111A   | 14033  | Technology Infrastructure Improvements |
| 401 | 4210    | 15030  | Automated Fueling Station              |
| 005 | 3995    | 15064  | CAC Donations                          |
| 151 | 4102A   | 16002  | Arbuckle Creek Rd Turn Lanes           |

| COST CENTER(S) | COST CENTER TITLE(S)               |
|----------------|------------------------------------|
| 4210           | Refuse Disposal System 401         |
| 4230           | Asphalt Plant                      |
| 5105           | Ambulance Service 005              |
| 5221           | Public Assistance Program          |
| 5305           | Tourist Development - Local Events |
| 5306           | Tourist Development - Lakes        |
| 5366           | SHIP Admin                         |
| 5367           | SHIP Program                       |
| 6103           | FL Boating Improvement             |
| 6209           | Libraries - Avon Park              |
| 6210           | Libraries - Sebring                |
| 6211           | Libraries - Lake Placid            |
| 6213           | Historic Dist Site Survey          |
| 6302           | County Extension                   |
| 6303           | Natural Resources                  |
| 2111A          | Central Services 151               |
| 2672A          | Facilities Management 151          |
| 3322A          | County Jail - 151                  |
| 4102A          | Transportation Projects            |
| 5105A          | Ambulance Service 151              |
| 6101A          | Recreation Department 151          |
| 2680F          | HCISSR LTD Capital 2021            |

| FND | CST CTR | PROJ # | PROJECT TITLE                                 |
|-----|---------|--------|-----------------------------------------------|
| 151 | 3322A   | 16056  | HCSO Detention Reconfiguration                |
| 005 | 3995    | 17020  | FNCAC - CAC23                                 |
| 005 | 6303    | 17023  | Jack Creek Watershed Management Plan (N856)   |
| 151 | 4102A   | 17034  | Memorial Dr. - Pompano Dr. to Sebring Parkway |
| 151 | 2672A   | 17035  | Sebring Tax Collector Office Remodel          |
| 151 | 2672A   | 17041  | CAC Facility Improvements                     |
| 005 | 6303    | 17044  | Bearproof Garbage Carts                       |
| 151 | 2672A   | 17058  | ADA Transition Plan (Interior Bldgs)          |
| 151 | 4102A   | 17062  | Sebring Prkwy PH IIA                          |
| 151 | 4102A   | 17063  | Sebring Prkwy PH IIB                          |
| 151 | 4102A   | 18007  | Heron Street Roadway Improvements             |

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## BUDGET AMENDMENTS

REQUEST NUMBER 22-23-043

| FND | CST CTR | PROJ # | PROJECT TITLE                          |
|-----|---------|--------|----------------------------------------|
| 151 | 4102A   | 18008  | W. Stryker Rd Roadway Improvements     |
| 151 | 4102A   | 18009  | CR 623 (Kenilworth) fm Haywood Taylor  |
| 151 | 2672A   | 18025  | AP Tax Collector's Office Remodeling   |
| 151 | 4102A   | 18047  | Daffodil Extension                     |
| 355 | 2685    | 18051  | Fire Rescue Station 36                 |
| 151 | 4102A   | 19002  | ADA TRANSITION PLAN FY 19-20           |
| 151 | 4102A   | 19007  | New Traffic Ops Bldg                   |
| 151 | 4102A   | 19016  | Sun-N-Lakes Blvd Sidewalk              |
| 005 | 3996    | 19040  | EOC Bldg Remodel (ARPA Fnds)           |
| 152 | 5306    | 19044  | Fishing Tournament Facility Imp        |
| 166 | 5366    | 19366  | SHIP PH28                              |
| 166 | 5367    | 19366  | SHIP PH28                              |
| 151 | 4102A   | 20006  | R&B Equipment                          |
| 151 | 1672A   | 20012  | SAO Facility Improvements              |
| 151 | 6101A   | 20031  | Memorial Trail Head PH 1               |
| 155 | 1155    | 20036  | Hospital District Board 20-21          |
| 151 | 2672A   | 20038  | Sebring Library Roof Replacement       |
| 401 | 4210    | 20045  | HCSWMC - Borrow Pit Mining 20-21       |
| 151 | 6101A   | 20057  | Lk June Park PH II Improvements (RPAC) |
| 151 | 4102A   | 20065  | R&B Security Workstation Fnds          |
| 005 | 2810    | 20066  | Eco. Dev. Marketing Campaign           |
| 005 | 6213    | 20067  | Centennial Mural(s)                    |
| 166 | 5366    | 20366  | SHIP PH29                              |
| 166 | 5367    | 20366  | SHIP PH29                              |
| 005 | 3996    | 21001  | Hurricane Ian                          |
| 151 | 4102A   | 21002  | ADA Transition Plan FY21-22            |
| 151 | 4102A   | 21006  | R&B Equipment                          |
| 401 | 4210    | 21008  | Smal Co SW Grant                       |
| 151 | 4102A   | 21016  | Carey Ave NW Rd Reconstruct            |
| 151 | 4102A   | 21019  | Lk Groves Rd NE Rd Reconstruct         |
| 151 | 3322A   | 21028  | JAIL COMM DISHWASHER                   |

| FND | CST CTR | PROJ # | PROJECT TITLE                                  |
|-----|---------|--------|------------------------------------------------|
| 151 | 3332A   | 21029  | JAIL KITCHEN HOOD                              |
| 151 | 2672A   | 21036  | HVAC Unit Replacements                         |
| 005 | 2109    | 21042  | Emergency Preparedness Outreach                |
| 151 | 5105A   | 21043  | New Fleet Ambulance                            |
| 151 | 4102A   | 21044  | Land Purchase ROW Sebring Parkway PH IV        |
| 151 | 4102A   | 21046  | Spring Lake Drainage Imp                       |
| 151 | 2111A   | 21048  | CCC - Two Vehicles                             |
| 151 | 2111A   | 21049  | Clerk Office Remodel PH 5                      |
| 143 | 6103    | 21051  | Boat Dock Improvements FY21-22                 |
| 05  | 3995    | 21052  | SCALP 21/22                                    |
| 151 | 2672A   | 21053  | Sebring Health Dept/Healthy Families Roof Rplc |
| 151 | 6101A   | 21056  | Carver Park Restrooms                          |
| 005 | 5105    | 21058  | EMS Matching Grant 21-22                       |
| 401 | 4210    | 21063  | Recycling Drop Off Sites (3)                   |
| 350 | 2680F   | 21064  | Co Jail Facility/Expansion                     |
| 151 | 2672A   | 21074  | Govt Ctr Generator Rplcmnt                     |
| 401 | 4210    | 21078  | Landfill Cell No 5                             |
| 155 | 1155    | 21080  | Hospital Dist Board 21-22                      |
| 401 | 4210    | 21081  | Compuweigh Upgrade                             |
| 005 | 3995    | 21096  | NCA Prog Imp 2022                              |
| 005 | 6213    | 21097  | Sebring Historic Lakeside Resources            |
| 152 | 5305    | 21101  | Motosurf Games Sebring                         |
| 005 | 3995    | 21102  | CATF 22/23                                     |
| 005 | 3995    | 21103  | FNCAC-22/23                                    |
| 401 | 4210    | 21105  | Hydro-Seeder                                   |
| 005 | 2810    | 21107  | Duke Energy FL Econ. Dev. Marketing Assist.    |
| 005 | 2700    | 21110  | Concurrency/LRTP Updates                       |
| 005 | 3995    | 21111  | SCALP 22/23                                    |
| 151 | 4102A   | 21112  | New Sebring Fuel Station                       |
| 151 | 4102A   | 22006  | R&B Equipment                                  |

Form Revised 08/05/2020

## RESOLUTION NO. 22-23-56

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-043 TO THE GENERAL, TRANSPORTATION TRUST, FL BOATING IMPROVEMENT, INFRASTRUCTURE SURTAX, TOURIST DEVELOPMENT TRUST, HOSPITAL DISTRICT, SHIP, HCISSR LTD CAPITAL, HCFPIRN LTD CAPITAL, SOLID WASTE, AND ENERGY RECOVERY FUNDS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Highlands County has determined that the following budget amendment is necessary and proper within the General, Transportation Trust, FL Boating Improvement, Infrastructure Surtax, Tourist Development Trust, Hospital District, SHIP, HCISSR LTD Capital, HCFPIRN LTD Capital, Solid Waste, and Energy Recovery Funds.

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

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

**SECTION 2. Approval of Budget Amendment.** Budget Amendment 22-23-043 is hereby approved and authorized to make adjustments and corrections to the rollover project balances from FY 21/22 into the current FY 22/23 to properly budget the available funds in the projects in FY 22/23 to maintain the authorized balances; to roll projects that were not rolled and to true up the RPAC fund balance brought forward for a net increase in the amount of \$9,925,310.70.

**SECTION 3. Implementation of Administrative Actions.** The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate

the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

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

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

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

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

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

PASSED AND ADOPTED this 5<sup>th</sup> day of January, 2023.

**HIGHLANDS COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chris Campbell, Chairperson

ATTEST:

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

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: Jan 5, 2022**

**PRESENTER: Sherry G. Sutphen, County Attorney**

**SUBJECT/TITLE: County Attorney Status Report.**

---

**STATEMENT OF ISSUE**

Attached is a copy of the pending items on the County Attorney File Log as of December 21, 2022.

**RECOMMENDED ACTION**

**None. This is being provided for informational purposes.**

Attachments: [Legal\\_Long\\_Range\\_Log.docx](#)

Legal Department  
Long-range Log

| Priority | Matter                                                          | Notes |
|----------|-----------------------------------------------------------------|-------|
| N/A      | Employee Manual revisions                                       |       |
| N/A      | Purchasing Policy revisions                                     |       |
| N/A      | Revisions to Planning & Zoning Commission membership            |       |
| N/A      | Lake Placid Fire Station                                        |       |
| N/A      | Fire Union matters                                              |       |
| 1        | Hospital Legislation and sale issues                            |       |
| N/A      | Numbers of dogs/cats in residential areas                       |       |
| 2, 7     | Annexation issues with all cities (enclaves and roads)          |       |
| 3, 8     | Future Growth Funding Advisory Committee and objectives of same |       |
| N/A      | Revisions to organization of Advisory Boards and Committees     |       |
| 2, 7     | Joint Planning Agreements with cities                           |       |
| N/A      | Lincoln Heights Park                                            |       |
| N/A      | Sheriffs Tower Capacity Issue                                   |       |
| N/A      | Board and Committee Updates                                     |       |
|          |                                                                 |       |
|          |                                                                 |       |
|          |                                                                 |       |
|          |                                                                 |       |
|          |                                                                 |       |

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:** Laurie Hurner, County Administrator

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

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**STATEMENT OF ISSUE**

Attached are the copies of the Commissioner's Priorities and Project Status Report as of December 21, 2022.

**RECOMMENDED ACTION**

This information is being provided for informational purposes.

**FISCAL IMPACT**

There is no fiscal impact.

Attachments: [Project Updates \(FINAL\) 12-21-22.pdf](#)  
[Commissioner's Priorities \(FINAL\) 12-21-22.pdf](#)

| #  | Departments                 | Project - Pending Items List                             | Status                                                                                                                                                                               | Next Action                                                                                                                                                                                                                                                                                                            | Date of Next Action |
|----|-----------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1  | Engineering - Road & Bridge | Lacey Hills Improvement Projects                         | No change                                                                                                                                                                            | Included in Carter Creek Watershed Study area. Awaiting results from study.                                                                                                                                                                                                                                            | Pending funding     |
| 2  | Engineering - Road & Bridge | Evaluation of Sebring Falls drainage issues              | No change                                                                                                                                                                            | Included in Sebring Watershed Study. Awaiting results from study.                                                                                                                                                                                                                                                      | Pending funding     |
| 3  | Engineering - Road & Bridge | Memorial Drive Culvert Replacement and Extension PROJECT | FINISHED                                                                                                                                                                             | Project Completed                                                                                                                                                                                                                                                                                                      | Completed           |
| 4  | Engineering                 | Sebring Parkway Phase IIA                                | Construction Complete                                                                                                                                                                | Final Closeout                                                                                                                                                                                                                                                                                                         | Ongoing             |
| 5  | Engineering                 | Sebring Parkway Phase IIB                                | Construction Complete                                                                                                                                                                | Final Closeout                                                                                                                                                                                                                                                                                                         | Ongoing             |
| 6  | Engineering                 | Heron St. Roadway Improvements - Project #18007          | Construction Complete                                                                                                                                                                | Final Closeout                                                                                                                                                                                                                                                                                                         | Ongoing             |
| 7  | Engineering                 | W. Stryker Rd. Roadway Improvements - Project #18008     | Construction began 08/25/2022 - On Schedule                                                                                                                                          | Phase 2 construction began on 12-14-2022                                                                                                                                                                                                                                                                               | Ongoing             |
| 8  | Engineering                 | CR 623 Improvements - Project #18009 (Kenilworth Blvd)   | Initial phase of construction is complete and final walk-through is done.                                                                                                            | Board approval of Change Order to treat the edge of pavement.                                                                                                                                                                                                                                                          | 01/06/23            |
| 9  | Engineering                 | 19016 Sun N Lake Sidewalk -LAP project                   | Legal is reviewing BID documents                                                                                                                                                     | Advertise sometime in December                                                                                                                                                                                                                                                                                         | Ongoing             |
| 10 | Engineering                 | Arbuckle Creek Road Turn Lane - Project #16002           | Construction began 4/11/22 - On Schedule                                                                                                                                             | All Work completed except thermo plastic striping and electrician installation for light poles. Due to manufactures delays in delivery of light poles an additional Change Order will be needed extending the project Substantial Completion Date of 10/17/22 and Final Completion Date of 11/16/22 to a further date. | Ongoing             |
| 11 | Engineering                 | 17034 Memorial Drive MUP -LAP project                    | Staff is reviewing plans to determine if easements are necessary. Possible redesign.                                                                                                 | Determination of next steps through a series of meetings with staff, consultant and other stakeholders.                                                                                                                                                                                                                | Ongoing             |
| 12 | Solid Waste                 | New Cell Expansion - Project No. 21078                   | Design NTP issued 9/14/22                                                                                                                                                            | The consultant is working on preliminary assessment of design and review of existing drawings. Geological testing of the cell site is being planned and will be conducted in the next 2-3 weeks.                                                                                                                       | Ongoing             |
| 13 | Solid Waste                 | Arbuckle Landfill Borrow Pit - Project No. 20045         | Responses to Requests for additional information submitted to SFWMD and FDEP.                                                                                                        | Additional RAI comments will be submitted to SFWMD by 10/28/22 for water use permit.                                                                                                                                                                                                                                   | Ongoing             |
| 14 | Community Programs          | Homeless Roundtable Update                               | Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel. | Homeless Taskforce Meeting                                                                                                                                                                                                                                                                                             | Ongoing             |

| #  | Departments             | Project - Pending Items List                                                | Status                                                                                                                                                                                                                                                                                                                           | Next Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Date of Next Action |
|----|-------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 15 | Economic Development    | Econ. Dev. Strategic Plan Progress Update                                   | Implementing Strategic Plan Initiatives                                                                                                                                                                                                                                                                                          | Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. As part of the ARPA funding allocation \$4.5M will be put toward broadband infrastructure. An RFP will be out soon and open for 2-months. In the meantime we have started on a marketing campaign to push the mapping and speed test from DEO's Office of Broadband. This will be critical in defining the eligible areas where we are allowed to spend the APRA funds and being able to apply for future funding. | Ongoing             |
| 16 | Economic Development    | Broadband/ Highspeed Internet                                               | RFP has been posted and will be open for 60 days. Spring Lake returned the ARPA Funds as other funding became available.                                                                                                                                                                                                         | To monitor Office of Broadband and State initiatives. Once the RFP closes a firm will be selected and design on the new phases can begin. Our coverage area has thankfully shrunk to those not in the Glades Electric Co-op territory.                                                                                                                                                                                                                                                                                                                                                                        | Ongoing             |
| 17 | Public Safety Director  | Progress on development of Fire/EMS Department                              | Highlands County Fire Rescue continues to evolve , 3 new rescue units (chassis have been delivered to the vendor in Ocala). 1 rescue remount is still waiting on a chassis.<br><br>Construction and planning continues on Fire Stations 20/36. We are still moving along with several construction projects at existing stations | Continuing project management and follow up.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ongoing             |
| 18 | Capital Project Manager | Hurricane shelter upgrades including a Pet-Friendly shelter                 | Animal Control Remodel scope changed to include animal only shelter                                                                                                                                                                                                                                                              | Animal shelter layout is complete. Still pending septic design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.                                                                                                                                                                                                                                                                                                                                                                                                                             | TBD                 |
| 19 | Casey Hartt             | Planning for family-oriented tourism assets utilizing 3rd penny tourism tax | Staff held a community round table on the topic of what kind of facility is needed in the County. Groups from around the County are encouraged to submit their suggestions via email, if they were not in attendance.                                                                                                            | Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ongoing             |

| #                 | Assigned                               | Priority                                                                                                                                                                                         | Status                                                                                                                                                                                                                                                                                                                           | Next Action                                                                                                                                                                                                                                                                                                                                                                       | Date of Next Action |
|-------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Priority 1</b> | Leah Sauls                             | Sell Highlands Regional & use funds for endowment for non-profits                                                                                                                                | The requested changes to FS155.40 did not make it through the legislature process. Rep. Tuck said she will take it through the next cycle as a single county item vs. a statewide change.                                                                                                                                        | Met with the new CEO of Highlands Regional, and brought him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.                                                                                                                         | TBD                 |
| <b>Priority 2</b> | Leah Sauls                             | Develop a plan of action for utility extensions                                                                                                                                                  | Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing and hydraulic modeling completed for all locations, except City of Sebring, which has started and should finish by 2022. City staff is short handed so having trouble completing their portions.         | All testing and hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake have been completed. Sebring hydraulic modeling is the last part to be completed by 2022. The entire project is 90% complete with some issues remaining gathering the necessary hardware data from the city to generate an quality hydraulic model. Hope they have the time to complete the ask. | Fall 2022           |
| <b>Priority 3</b> | Tanya Cannady                          | Build reserves to 3.5 Months and plan for a millage reduction                                                                                                                                    | The General Fund unassigned fund balance at September 30, 2021 is 4.26 months                                                                                                                                                                                                                                                    | OMB will be presenting a plan for millage reduction in the upcoming budget process                                                                                                                                                                                                                                                                                                | Complete            |
| <b>Priority 4</b> | Leah Sauls                             | Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities | 1st draft submitted to County Administrator for review and comment.                                                                                                                                                                                                                                                              | Review with County Administrator.                                                                                                                                                                                                                                                                                                                                                 | TBD                 |
| <b>Priority 5</b> | Clinton Howerton                       | Recycling Program                                                                                                                                                                                | Program modified to shift to residential collection centers to be staffed when open to reduce contamination. Sites approved for Lake Placid, Sebring, and Avon Park.                                                                                                                                                             | Lake Placid, Sebring and Avon Park sites are all open full schedule to the public.                                                                                                                                                                                                                                                                                                | Complete            |
| <b>Priority 6</b> | Clinton Howerton                       | Septage Processing                                                                                                                                                                               | Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.                                                                                                      | Updates will be provided to Board as they become available.                                                                                                                                                                                                                                                                                                                       | Ongoing             |
| <b>Priority 7</b> | TBD                                    | Annexation/ Interlocal with Municipalities                                                                                                                                                       | To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list | TBD                                                                                                                                                                                                                                                                                                                                                                               | Ongoing             |
| <b>Priority 8</b> | Clinton Howerton/<br>Jonathan Harrison | Countywide Drainage Issues                                                                                                                                                                       | Engineering and Road and Bridge Department working together to identify needs and goals.                                                                                                                                                                                                                                         | Generate a list of areas with concerns and estimated costs. SRF Loan Application approved. RFP for consultant to perform study in process.                                                                                                                                                                                                                                        | Ongoing             |

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

**DATE OF ACTION REQUEST:** January 5, 2023

**PRESENTER:**

**SUBJECT/TITLE:** Board payables from December 20, 2022 to January 4, 2023

---

Attachments: