



Flagler County Board of County Commissioners Meeting Agenda

September 3, 2025 • 9:00 a.m.

Government Services Building 2, Board Chambers, 1769 E. Moody Blvd., Bunnell, FL 32110

View the meeting broadcast live on cable television: Spectrum Channel 492

View the meeting streamed live on the County's YouTube Channel: www.YouTube.com/FlaglerCounty

1. **Pledge to the Flag and Moment of Silence**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Chair**
4. **Recognitions, Proclamations and Presentations:**
 - 4a) **Recognitions:** None
 - 4b) **Proclamations:** [Preparedness Month – September 2025](#) (Requested by Jonathan Lord, Emergency Management Director)
 - 4c) **Presentations (3-5 Minutes):** None
5. **Community and Board Comments:**
 - 5a) **Community Outreach:** *This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*
 - 5b) **Board Comments on Consent Items**
6. **Consent: Constitutional Officers:**
 - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of Section 136.06, Florida Statute as listed below:
 - 1) [Disbursement Report for Week Ending August 8, 2025](#)
 - 2) [Disbursement Report for Week Ending August 15, 2025](#)
 - 6b) **Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:
 - 1) [August 4, 2025 Regular Meeting](#)
 - 2) [August 4, 2025 Workshop](#)
 - 3) [August 4, 2025 Special Meeting](#)
7. **Consent: BOCC Departments:**
 - 7-a) **Ratification of Flagler County Emergency Proclamations Extending the State of Local Emergency Due to Severe Coastal Erosion and Vulnerability:** Request the Board ratify the Proclamations Extending the State of Local Emergency for Hurricanes Matthew, Ian and Nicole. (Requested by Jonathan Lord, Emergency Management Director)

- 7-b) Request the Board Declare Items as Surplus, Removal from the County Fixed Assets and Authorize Purchasing to Dispose of Surplus Property Pursuant to the Fixed Asset Policy and Approve the Trade-In of Select Items:** Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Purchasing to dispose of surplus property pursuant to the Fixed Asset policy. *(Requested by Robert Rounds, Purchasing Manager)*
- 7-c) Consideration of an Interlocal Agreement between Flagler County and City of Bunnell to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System:** Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Bunnell as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Matt Rivera, Chief Information Officer)*
- 7-d) Consideration of an Interlocal Agreement between Flagler County and City of Flagler Beach to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System:** Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Flagler Beach as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Matt Rivera, Chief Information Officer)*
- 7-e) Consideration of an Interlocal Agreement between Flagler County and City of Palm Coast to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System:** Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Palm Coast as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Matt Rivera, Chief Information Officer)*
- 7-f) Consideration of an Interlocal Agreement between Flagler County and Flagler County Sheriff's Office to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System:** Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the Flagler County Sheriff's Office as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Matt Rivera, Chief Information Officer)*
- 7-g) Consideration of Flagler County Tourist Development Council Fund 1110 Discretionary Event Funding:** Request the Board approve the recommendation of the Flagler County Tourist Development Council 1110 Discretionary Event funding in the amount of \$10,000.00 and authorize the County Administrator to execute the contract as approved to form by the County Attorney. *(Requested by Amy Lukasik, Tourism Development Director)*
- 7-h) Consideration of Flagler County Tourist Development Council (TDC) Fund #1110 Special Event Marketing Grant Funding:** Request the Board approve the recommendation of the Flagler County Tourist Development Council Fund 1110 Special Event Marketing Grant in the amount of \$20,000.00. *(Requested by Amy Lukasik, Tourism Development Director)*
- 7-i) Consideration to Amend the Fiscal Year 2024-2025 Budget to Recognize and Appropriate Unanticipated Revenue Under one FY24/25 and one FY25/26 Grant with ElderSource, for the Department of Health and Human Services' Senior Services Division, in the Amount of \$ 243.08 and \$31,515.04 Respectively:** Request the Board approve the Unanticipated Revenue Resolutions. *(Requested by Joe Hegedus, Health & Human Services Director)*

- 7-j) **Consideration of a River to Sea Facility Use Agreement with GTMNERR:** Request the Board approve the Facility Use Agreement. *(Requested by Erick Revuelta, Public Lands and Natural Resources Manager)*
- 7-k) **Consideration of Work Authorization No. WA-2, which establishes the Scope of Services and Compensation for AVCON, Inc. under Flagler County Contract RSQ 25-002Q to conduct an Airport Master Plan Update for the Flagler Executive Airport in the Amount of \$693,880:** Request the Board approve Work Authorization No. WA-2 under Flagler County Contract RSQ 25-002Q for AVCON, Inc., authorizing the Chair to execute the agreement. *(Requested by Roy Sieger, Airport Director)*
- 7-l) **Library Board of Trustees Advisory Board Member Appointment:** Request the Board approve the appointment of Ms. Safiya Soares to the Library Board of Trustees Advisory Board for a three-year term from September 3, 2025, to September 3, 2028. *(Requested by Holly Albanese, Library Director)*
- 7-m) **Consideration of Fiscal Year 2024-25 Budget Transfer from Reserves to Operating within the Health Insurance Fund (1501):** Request the Board approve the Budget Transfer. *(Requested by E. John Brower, Financial Services Director)*
- 7-n) **Consideration of Award for Request for Proposal to ISU/BCBS for Medical and Prescription Stop Loss Insurance in the Estimated Amount of \$960,772.68 for Fiscal Year 2025-26:** Request the Board Approve Award for Request for Proposal to ISU/BCBS for Medical and Prescription Stop Loss Insurance in the estimated amount of \$960,772.68 for FY 2025-26 and authorize the Chair to execute the application as approved by the County Attorney in form and approved by the County Administrator. *(Requested by Charlie Picano, Human Resources Director and Robert Rounds, Purchasing Manager)*

8. **General Business:** *Presentations limited to 15 minutes with public comments limited to 3 minutes per speaker.*

8-a) **Legislative Items Discussion** *(Presented by Holly Albanese, Legislative Liaison)*

9. **Public Hearings: None**

10. **Additional Reports and Comments:**

10-a) **County Administrator Report/Comments**

10-b) **County Attorney Report/Comments**

10-c) **Community Outreach:** *This thirty-minute time period has been allocated for public comment for items not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*

10-d) **Commission Reports/Comments/Action**

11. **Adjournment**

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing,

he or she will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact the (386) 313-4001 at least 48 hours prior to the meeting.

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7a**

SUBJECT: Ratification of Flagler County Emergency Proclamations Extending the State of Local Emergency Due to Severe Coastal Erosion and Vulnerability.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Flagler County has been under a declared state of local emergency due to Hurricane Matthew since October 4, 2016. During that time, other storms have struck the County exacerbating the damage to the dune system and compounding the exposure of public and private property on the barrier island to future storms and flooding. The County also declared local states of emergency for Hurricane Irma (2017), Hurricane Dorian (2019), Hurricane Isaias (2020), and Hurricanes Ian and Nicole (2022).

Due to the cumulative effect of the storms as well as tidal events, nor'easters, and erosion, Flagler County continues to be in the most precarious position relative to ocean flooding and storms in its history. Although the County has completed a series of emergency protective berm projects since Hurricane Matthew, public and private property on the barrier island remain vulnerable to catastrophic storm damage without further and sustained protective efforts.

As part of addressing the emergency, the Board adopted a long-term beach management plan assisted by an independent coastal engineer, the County's engineering staff and with input from residents and local HOAs. Continuing the state of local emergency will help the County with its ongoing and future efforts and allow the County to take any necessary emergency measures, including expedited emergency procurement and the issuance of emergency administrative orders, as necessary.

FUNDING INFORMATION: Funding in accordance with grant agreements with the Army Corps of Engineers, FEMA, FDOT and DEP

DEPARTMENT CONTACT: Jonathan Lord, Emergency Management Director (386) 313-4240

RECOMMENDATION: Request the Board ratify the Proclamations Extending the State of Local Emergency for Hurricanes Matthew, Ian and Nicole.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Proclamation Declaring a Local State of Emergency – August 25, 2025
2. Proclamation Declaring a Local State of Emergency – September 1, 2025

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7**

SUBJECT: Request the Board Declare Items as Surplus, Removal from the County Fixed Assets and Authorize Purchasing to Dispose of Surplus Property Pursuant to the Fixed Asset Policy and Approve the Trade-In of Select Items.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Pursuant to the provisions of Chapter 274, Florida Statutes, the Board of County Commissioners must declare items as surplus and authorize the disposal of all tangible personal property, owned by the governmental unit, of a non-consumable nature. The list was sent to the Purchasing Manager to create a master list to present to the Board. Items on this list have exceeded their useful life and will be either sold, used as a trade-in, or exchanged under warranty as outlined on the attached list.

STRATEGIC PLAN:

Focus Area: Effective Government

- Goal 1 – Maintain Financial Stability

FUNDING INFO: Proceeds generated by the sale of surplus property will be deposited into the fund from which the original purchase was funded.

DEPARTMENT CONTACT: Robert Rounds, Purchasing Manager (386) 313-4097

RECOMMENDATIONS: Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Purchasing to dispose of surplus property pursuant to the Fixed Asset policy.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Surplus List

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7c**

SUBJECT: Consideration of an Interlocal Agreement between Flagler County and City of Bunnell to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Staff is requesting the Board approval of an interlocal agreement with the City of Bunnell based on the continued software maintenance to the County's Computer Aided Dispatch (CAD) system utilized by the public safety partner. This agreement coincides with the Tyler Technologies New World Systems (Tyler) agreement approved by the Board on July 13, 2020. As part of the Tyler agreement, the consolidated, Maintenance Agreement will include Flagler County Fire Rescue, Flagler County Sheriff's Office, City of Palm Coast Fire Department, City of Flagler Beach Fire and Police Departments, and the City of Bunnell Police Department.

The fees listed reflect the amount paid by the City based on the FY2026 fee calculations.

The fee enumerates the annual costs for the fiscal year for the City under the contract for its respective share of the software maintenance agreement. The interlocal agreement includes a provision that requires each public safety partner to pay for any additional add-on modules it may choose to purchase.

FY 2025 - 2026 \$11,715.82

STRATEGIC PLAN:

Focus Area – Effective Government

- Goal 1 – Maintain Financial Stability
- Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government

Focus Area – Growth & Infrastructure

- Goal 1 – Provide Quality Fundamental Infrastructure and Assets
- Goal 2 – Protect and Manage Natural Resources

Focus Area – Public Health & Safety

- Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

FUNDING INFORMATION: Annual maintenance is included in the FY26 Tentative Budget (1001-104-0407), as well as offsetting revenue anticipated from the City of Bunnell.

DEPARTMENT CONTACT: Matt Rivera, Chief Information Officer 386-313-4281

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Bunnell as approved to form by the County Attorney and approved by the County Administrator.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. September 9, 2020 Interlocal Agreement
2. Interlocal Agreement

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7d**

SUBJECT: Consideration of an Interlocal Agreement between Flagler County and City of Flagler Beach to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Staff is requesting the Board approval of an interlocal agreement with the City of Flagler Beach based on the continued software maintenance to the County's Computer Aided Dispatch (CAD) system utilized by the public safety partner. This agreement coincides with the Tyler Technologies New World Systems (Tyler) agreement approved by the Board on July 13, 2020. As part of the Tyler agreement, the consolidated Maintenance Agreement will include Flagler County Fire Rescue, Flagler County Sheriff's Office, City of Palm Coast Fire Department, City of Flagler Beach Fire and Police Departments, and the City of Bunnell Police Department.

The fees listed reflect the amount paid by the City based on the FY2026 fee calculations.

The fee enumerates the annual costs for the fiscal year for the City under the contract for its respective share of the software maintenance agreement. The interlocal agreement includes a provision that requires each public safety partner to pay for any additional add-on modules it may choose to purchase.

FY 2025 - 2026 \$20,471.16

STRATEGIC PLAN:

Focus Area – Effective Government

- Goal 1 – Maintain Financial Stability
- Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government

Focus Area – Growth & Infrastructure

- Goal 1 – Provide Quality Fundamental Infrastructure and Assets
- Goal 2 – Protect and Manage Natural Resources

Focus Area – Public Health & Safety

- Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

FUNDING INFORMATION: Annual maintenance is included in the FY26 Tentative Budget (1001-104-0407), as well as offsetting revenue anticipated from the City of Flagler Beach.

DEPARTMENT CONTACT: Matt Rivera, Chief Information Officer, 386-313-4281

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Flagler Beach as approved to form by the County Attorney and approved by the County Administrator.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. September 9, 2020 Interlocal Agreement
2. Interlocal Agreement

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7e**

SUBJECT: Consideration of an Interlocal Agreement between Flagler County and City of Palm Coast to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Staff is requesting the Board approval of an interlocal agreement with the City of Palm Coast based on the continued software maintenance to the County's Computer Aided Dispatch (CAD) system utilized by the public safety partner. This agreement coincides with the Tyler Technologies New World Systems (Tyler) agreement approved by the Board on July 13, 2020. As part of the Tyler agreement, the consolidated, Maintenance Agreement will include Flagler County Fire Rescue, Flagler County Sheriff's Office, City of Palm Coast Fire Department, City of Flagler Beach Fire and Police Departments, and the City of Bunnell Police Department. This agreement will be presented to the City of Palm Coast Commission at their September 15, 2020 meeting.

The fees listed reflect the amount paid by the City based on the FY 2026 fee calculations.

The fee enumerates the annual costs for the fiscal year for the City under the contract for its respective share of the software maintenance agreement. The interlocal agreement includes a provision that requires each public safety partner to pay for any additional add-on modules it may choose to purchase.

FY 2025 – 2026 \$15,991.42

STRATEGIC PLAN:

Focus Area – Effective Government

- Goal 1 – Maintain Financial Stability
- Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government

Focus Area – Growth & Infrastructure

- Goal 1 – Provide Quality Fundamental Infrastructure and Assets
- Goal 2 – Protect and Manage Natural Resources

Focus Area – Public Health & Safety

- Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

FUNDING INFORMATION: Annual maintenance is included in the FY26 Tentative Budget (1001-104-0407), as well as offsetting revenue anticipated from the City of Palm Coast.

DEPARTMENT CONTACT: Matt Rivera, Chief Information Officer, 386-313-4281

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the City of Palm Coast as approved to form by the County Attorney and approved by the County Administrator.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. September 9, 2020 Interlocal Agreement
2. Interlocal Agreement

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7f**

SUBJECT: Consideration of an Interlocal Agreement between Flagler County and Flagler County Sheriff's Office to Consolidate Software Maintenance Agreements for the Computer Aided Dispatch System,

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Staff is requesting the Board approval of an interlocal agreement with the Flagler County Sheriff's Office based on the continued software maintenance to the County's Computer Aided Dispatch (CAD) system utilized by the public safety partner. This agreement coincides with the Tyler Technologies New World Systems (Tyler) agreement approved by the Board on July 13, 2020. As part of the Tyler agreement, the consolidated, Maintenance Agreement will include Flagler County Fire Rescue, Flagler County Sheriff's Office, City of Palm Coast Fire Department, City of Flagler Beach Fire and Police Departments, and the City of Bunnell Police Department.

The fees listed reflect the amount paid by the Sheriff based on the FY2026 fee calculations.

The interlocal agreement includes a provision that requires each public safety partner to pay for any additional add-on modules it may choose to purchase.

FY 2025 – 2026 \$ 61,146.00

STRATEGIC PLAN:

Focus Area – Effective Government

- Goal 1 – Maintain Financial Stability
- Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government

Focus Area – Growth & Infrastructure

- Goal 1 – Provide Quality Fundamental Infrastructure and Assets
- Goal 2 – Protect and Manage Natural Resources

Focus Area – Public Health & Safety

- Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

FUNDING INFORMATION: Annual maintenance is included in the FY26 Tentative Budget (1001-192-9205), as well as offsetting revenue anticipated from the Sheriff's Office.

DEPARTMENT CONTACT: Matt Rivera, Chief Information Officer, 386-313-4281

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Interlocal Agreement with the Flagler County Sheriff's Office as approved to form by the County Attorney and approved by the County Administrator.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. September 9, 2020 Interlocal Agreement
2. Interlocal Agreement

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT/ AGENDA ITEM # 7g**

SUBJECT: Consideration of Flagler County Tourist Development Council Fund 1110 Discretionary Event Funding.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: On August 12, 2025, the Tourist Development Council convened; however, a quorum was not established. Without a quorum, no formal actions or recommendations could be taken. Staff and event applicants provided presentations and briefed the Council on their respective events. Council members engaged in discussion and asked questions, but no votes were conducted, and no concerns were expressed.

\$ 5,000 National Christian College Athletic Association (NCCAA), National Championship, October 17-22, 2025

\$ 5,000 United Flag Football League, National Championship Qualifier, October 25-26, 2025

\$10,000 Total Discretionary Event Allocations Requested

STRATEGIC PLAN:

Focus Area: Economic Vitality

Goal 1- Increase Visitor Spending in all Tourism Related Sectors

Objective EV 1.2: Increase visitor spending in all tourism related sectors

Goal 3 – Promote and Market Flagler County as a Desirable Place to Live, Work, and Visit

Objective EV 3.1: Execute objectives in the Tourist Development Strategic Plan

FUNDING INFORMATION: Funding in the amount of \$100,000 (of which \$0 has already been previously approved) is included in the Adopted FY 25-26 Budget for Discretionary Events in account number 1110-147-4700-559300-550-55-000-000-548004. Upon approval of the \$10,000 request for these Discretionary Events, a balance of \$90,000 will remain.

DEPARTMENT CONTACT: Amy Lukasik, Tourism Development Director (386) 313-4226

RECOMMENDATIONS: Request the Board approve the recommendation of the Flagler County Tourist Development Council 1110 Discretionary Event funding in the amount of \$10,000.00 and authorize the County Administrator to execute the contract as approved to form by the County Attorney.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Funding Request
 - a) National Christian College Athletic Association (NCCAA), National Championship, October 17-22, 2025
 - b) United Flag Football League, National Championship Qualifier, October 25-26, 2025
2. Discretionary Event Available Balance Report
3. TDC August 12, 2025, Meeting Minutes - Draft, Motions Only

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7h**

SUBJECT: Consideration of Flagler County Tourist Development Council (TDC) Fund #1110 Special Event Marketing Grant Funding.

DATE OF MEETING: September 3, 2025

REVIEW/SUMMARY: On August 12, 2025, the Tourist Development Council convened; however, a quorum was not established. Without a quorum, no formal actions or recommendations could be taken. Staff and event applicants provided presentations and briefed the Council on their respective events. Council members engaged in discussion and asked questions, but no votes were conducted, and no concerns were expressed. Below are the two proposed special event marketing grants:

\$15,000.00 Auditorium Governing Board, Fitzgerald Performing Arts Center 2025-2026 Season
\$ 5,000.00 USTA Tennis Tournament (City of Palm Coast) February 2, 2026
\$20,000.00 Total

STRATEGIC PLAN:

Focus Area: Economic Vitality

Goal 1- Diversify and Enhance the Tax Base to Improve the Local Economy.

- Objective EV 1.2.1: Increase Visitor Spending in all tourism related sectors
 - Measure 1.2.1: Identify and prioritize specific objectives in the current Tourist Development Strategic Plan that are tied to the local economy.

Goal 3- Promote and Market Flagler County as a Desirable Place to Live, Work, and Visit

- Objective EV3.1: Execute objectives in the Tourist Development Strategic Plan
 - Measure 3.1.1: Prioritize, plan, and budget identified objectives.

FUNDING INFORMATION: Funding in the amount of \$50,000.00 (of which \$0 has already been previously approved) is included in the Tentative FY25-26 Budget for Special event Marketing Grant (SEMG) in account number 1110-147-4700-559300-550-55-000-000-548001. Upon approval of the \$20,000.00 requested for this event, a balance of \$30,000.00 will remain for future FY25-26 funding requests.

Department Contact: Amy Lukasik, Tourist Development Director (386) 313-4226

Recommendations: Request the Board approve the recommendation of the Flagler County Tourist Development Council Fund 1110 Special Event Marketing Grant in the amount of \$20,000.00

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Applications
 - a. Auditorium Governing Board, Fitzgerald Performing Arts Center
 - b. USTA Tennis Tournament (City of Palm Coast)
2. SEMG Event Available Balance Report
3. August 12, 2025, Draft TDC Minutes – Motions Only

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7i**

SUBJECT: Consideration to Amend the Fiscal Year 2024-2025 Budget to Recognize and Appropriate Unanticipated Revenue Under one FY24/25 and one FY25/26 Grant with ElderSource, for the Department of Health and Human Services' Senior Services Division, in the Amount of \$ 243.08 and \$31,515.04 Respectively.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: The Senior Services Division at Flagler County's Department of Health and Human Services (HHS) provides an array of supportive services to seniors in the community, as well as evaluation and referral to supports available from other service providers. Services are funded by Federal and State grants, matched with local government funds.

HHS seeks to recognize increased grant funds that were provided as grant amendment to two existing grants, one under the FY24/25 Emergency Home Energy Assistance for the Elderly Program grant and the other under the FY25/26 Alzheimer's Disease Initiative (ADI). The initial EHEAP funding agreement was increased by \$243.08 to offset realized costs at the end of that grants term. The ADI funding agreement awarded \$313,607.42 in funding and was approved by the board at the 8/4/2025 meeting. A subsequent contract amendment was received, increasing grant funds by \$31,515.04, for a total of \$345,122.46. Both of the increased funding contract amendments were signed by County Administration under their approved signature authority. This agenda item seeks to memorialize the unanticipated revenue from both amendments.

STRATEGIC PLAN: Focus Area: Public Health & Safety

- Goal 1 – Increase Resident Awareness of Services Available of the Health and Human Services Department.
 - Objective PHS 1.1: Provide a range of educational programs.

FUNDING INFORMATION: Funding in the amount of \$31,516 (ADI) and \$244 (EHEAP) will be appropriated in the General Fund (Fund 1001) upon approval of the Unanticipated Revenue Resolutions.

DEPARTMENT CONTACT: Joe Hegedus, Health & Human Services Director 586-2324 x3626

RECOMMENDATIONS: Request the Board approve the Unanticipated Revenue Resolutions.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Unanticipated Revenue Resolution EHEAP
2. Unanticipated Revenue Resolution ADI
3. ADI Contract Amendment - Z025-FCBCC.A1
4. EHEAP Contract Amendment – PO21-FCBCC

FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT/ AGENDA ITEM # 7j

SUBJECT: Consideration of a River to Sea Facility Use Agreement with GTMNERR.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: This is a long-term facility use agreement with the Guana Tolomato Matanzas National Estuarine Research Reserve (GTMNERR) for a portion of the office building and parking lot at the River To Sea Preserve. The Florida Department of Environmental Protection is responsible for the operation of GTMNERR. The River To Sea Preserve is jointly owned by the County and the Town of Marineland. The initial term of the agreement is ten years, followed by five-year renewal terms until the Town or County terminates the agreement at the time of renewal. GTMNERR may terminate at any time without cause. As a public agency serving a public purpose, there is no cost to GTMNERR for use of the premises.

Under the agreement, GTMNERR is responsible for its own telephone, internet, and custodial services and is also responsible for any repairs necessitated by its use of the building, not including ordinary wear and tear. GTMNERR's use of the premises must be consistent with the River To Sea Preserve Management Plan approved by the Florida Communities Trust. The County is responsible for electric, plumbing, and landscaping around the building. The County's Land Management Department will be utilizing a portion of the building for its offices and other parts of the Reserve unrelated to this agreement for its equipment.

STRATEGIC PLAN:

Effective Government

- EG 2.1: Create a culture of collaboration with municipalities and community partners.

Growth & Infrastructure

- Goal 2 – Protect and Manage Natural Resources

DEPARTMENT CONTACT: Erick Revuelta, Public Lands and Natural Resources Manager

FUNDING INFORMATION: N/A

RECOMMENDATIONS: Request the Board approve the Facility Use Agreement.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1) Facility Use Agreement

FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7k

SUBJECT: Consideration of Work Authorization No. WA-2, which establishes the Scope of Services and Compensation for AVCON, Inc. under Flagler County Contract RSQ 25-002Q to conduct an Airport Master Plan Update for the Flagler Executive Airport in the Amount of \$693,880.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: On July 14, 2025, the BoCC accepted an FAA Grant Offer in the amount of \$662,036, which will fund 95% of the Airport Master Plan Update. In addition, on August 4, 2025, the Board accepted an FDOT Public Transportation Grant Agreement (PTGA) in the amount of \$27,875, which will fund approximately 4% of the project. With this action, staff are bringing forward for consideration Work Authorization No. WA-2, which establishes the Scope of Services and Compensation for AVCON, Inc. to conduct the Airport Master Plan Update.

Below is a table depicting the funding sources for this project.

Project	FAA	FDOT	Airport	Total
Airport Master Plan Update	\$662,036	\$27,875	\$6,969	\$696,880

The Master Plan Update will be conducted in accordance with FAA Advisory Circulars 150/5070-6B, Airport Master Plans; 150/53000-12B, Airport Design; the FDOT Guidebook for Airport Master Planning (2021-2022), and other associated FAA and FDOT guidance, as may be revised periodically.

The primary goal of the Airport Master Plan will be to create a 20-year development program that will maintain a safe, efficient, economical, and environmentally acceptable airport facility for the community. By achieving this goal, the document will provide guidance to satisfy the aviation demand in a financially feasible and responsible manner, while at the same time addressing the aviation, environmental, and socioeconomic issues of the community.

STRATEGIC PLAN:

Focus Area: Economic Vitality,

- Goal 2- Diversify the Tax Base to Improve the Local Economy
 - Objective EV 2.4: Expand facilities and attract aviation related businesses to the Flagler Executive Airport.

FUNDING INFORMATION: Flagler County has previously accepted both an FAA Grant Offer and an FDOT Public Transportation Grant to assist in funding the above-described project. The Airport Enterprise will fund \$6,969 as outlined in the above table.

DEPARTMENT CONTACT: Roy Sieger, Airport Director (386) 313-4220

RECOMMENDATIONS: Request the Board approve Work Authorization No. WA-2 under Flagler County Contract RSQ 25-002Q for AVCON, Inc., authorizing the Chair to execute the agreement.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Work Authorization No. WA-2 under Flagler County Contract RSQ 25-002Q for AVCON, Inc.

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM #7I**

SUBJECT: Library Board of Trustees Advisory Board Member Appointment.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: The Commission has received an application for this Board. The applicant is a Flagler County resident and registered voter.

Function: To establish policies regarding the delivery of public library services and to report to the Board and citizens of the County at least once a year regarding the status, progress, and needs of the library in regard to the provision of these services.

Membership: Consists of 7 members appointed by the Board.

Appointment Terms: Three-year terms.

Meeting Information: Meets Monthly the 2nd Monday @ 4:30 p.m. at the Flagler County Library, 2500 Palm Coast Parkway NW, Palm Coast, FL

Staff Liaison: Holly Albanese, Library Director (386) 446-6763

Appointment - Expiration Member

09/07/2022 – 09/07/2025 Mr. James Ulsamer (*Appt 07/09/2007*)

03/20/2023 – 03/20/2026 Ms. Nancy Bettencourt

07/10/2023 – 07/10/2026 Sharon B. Atack (*Appt 06/07/1993*)

09/06/2023 – 09/06/2026 Ms. Jeanne Nix (*Appt 09/06/2020*)

03/04/2024 – 03/04/2027 Ms. Jan Cullinane (*Appt 03/02/2009*)

03/03/2025 – 03/03/2028 Mr. Donald O'Brien Jr (*Initial Term*)

08/04/2025 – 08/04/2028 Ms. Rebecca Long (*Initial Term*)

Vacancy

12/02/2025 BOCC Appt. Commissioner Leann Pennington (*Designee*)

12/02/2025 BOCC Appt. Commissioner Kim Carney (*Alternate*)

Vacancies are advertised on the County's website, www.FlaglerCounty.gov. If additional applications are received, they will be presented to the Board prior to the meeting.

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Holly Albanese, Library Director (386) 446-6763

RECOMMENDATION: Request the Board approve the appointment of Ms. Safiya Soares to the Library Board of Trustees Advisory Board for a three-year term from September 3, 2025, to September 3, 2028.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Application – Ms. Safiya Soares

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM 7m**

SUBJECT: Consideration of Fiscal Year 2024-25 Budget Transfer from Reserves to Operating within the Health Insurance Fund (1501).

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: Additional funding is required for the Health Insurance Fund primarily related to increased claims. As part of the FY 2025-26 budget process, projections indicated that a transfer of at least \$800,000 from the Health Insurance Reserves would be needed in FY 2024-25. The increase of \$800,000 in budget capacity will allow for the outstanding transactions to post for the remainder of the year. Staff will return to the Board at the end of year to amend the FY 2024-25 budget for all the Health Insurance payments of vacant positions that were not transferred as part of the normal payroll process.

FUNDING INFORMATION: Staff are requesting a Budget Transfer in the amount of \$800,000 from Health Insurance Fund Reserves that will be transferred to operating.

DEPARTMENT CONTACT: E. John Brower, Financial Services Director (386) 313-4036

RECOMMENDATION: Request the Board approve the Budget Transfer.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Budget Transfer

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
CONSENT / AGENDA ITEM # 7n**

SUBJECT: Consideration of Award for Request for Proposal to ISU/BCBS for Medical and Prescription Stop Loss Insurance in the Estimated Amount of \$960,772.68 for Fiscal Year 2025-26.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: A Request for Proposal (RFP) was publicly noticed to all potential Stop Loss providers, via the County's Benefits Consultant, The Bailey Group. RFP STOP2025 requested proposals from qualified firms to provide Medical and Prescription Stop Loss Insurance. Each year, the County evaluates stop loss coverage for the employee's health care plan. Stop loss insurance is a policy designed to limit medical and prescription claim coverage (losses) to a specific amount which keeps the County from assuming 100% of the risk associated with its self-funded plan. Instead, the stop loss insurance carrier is liable for losses over a certain dollar amount. Moreover, the coverage protects the County's self-funded health plan by ensuring that catastrophic claims do not impact on the financial reserves within the Health Insurance Fund.

On August 19, 2025, the County received three (3) firm responses and three (3) estimated responses as outlined on the attached Stop Loss Analysis report. The Bailey Group, Flagler County's Benefits Consultant, assisted with review of the proposal for conformity to specifications as outlined in the RFP documents.

Staff are recommending raising the individual specific deductible from \$225,000 to \$250,000, which will increase the amount the County pays on an individual claim before stop-loss insurance coverage begins. While this change will increase the County's potential claims costs, the higher deductible helps offset a significant premium increase, bringing the new premium cost down to an increase of \$134,811.48, compared to the \$245,764 increase it would have been at the lower deductible. The final savings could change depending on how many people are enrolled in the medical plan and the claims incurred.

STRATEGIC PLAN: Focus Area: Effective Government

- Goal 1 – Maintain Financial Stability

FUNDING INFORMATION: Funding for the mentioned Stop Loss is budgeted in FY 2025-26 in the Employee Health Insurance Fund, Account # 1501-149-4906-590900-580-00-000-000-599005.

DEPARTMENT CONTACT: Charlie Picano, Human Resources Director (386) 313-4033
Robert Rounds, Purchasing Manager (386) 313-4063

RECOMMENDATIONS: Request the Board Approve Award for Request for Proposal to ISU/BCBS for Medical and Prescription Stop Loss Insurance in the estimated amount of \$960,772.68 for FY 2025-26 and authorize the Chair to execute the application as approved by the County Attorney in form and approved by the County Administrator.

ATTACHMENTS: [Use this link to view attachment\(s\)](#)

1. Stop Loss Analysis Report

FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
September 3, 2025 – Item 8a

[Attachments Forthcoming]