



# Flagler County Board of County Commissioners Meeting Agenda

July 14, 2025 • 5:00 p.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](http://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:
    - 1) [Flagler County Fire Rescue Life Saving Awards](#) (Presented by Chief Michael Tucker, Fire Rescue)
    - 2) [2025 NACo Achievement Awards](#) (Presented by Karen Callahan, Communications Manager)
  - 4b) Proclamations:
    - 1) [Pretrial, Probation and Parole Supervision Week – July 20-26, 2025](#) (Requested by the Seventh Judicial Circuit)
    - 2) [Purple Heart Day – August 7, 2025](#) (Requested by David Lydon, Veterans Services Office)
  - 4c) Presentation (5-10 Minutes): [Flagler County Audit Report for Year Ended September 30, 2024](#) (Requested by Tom Bexley, Flagler County Clerk of the Circuit Court and Comptroller and Presented by Amy Miller and Bret Stone from Carr, Riggs & Ingram)
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  - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of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) [Revenue Collected for May 2025](#)
    - 2) [Disbursement Report for Week Ending June 6, 2025](#)
    - 3) [Disbursement Report for Week Ending June 13, 2025](#)
    - 4) [Disbursement Report for Week Ending June 20, 2025](#)
    - 5) [Disbursement Report for Week Ending June 27, 2025](#)

**6b) Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:

- 1) [May 19, 2025 Regular Meeting](#)
- 2) [May 28, 2025 Workshop](#)
- 3) [June 2, 2025 Workshop](#)

**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 to Enter into a Contract with Sun Life to Provide our Group Dental Benefits for Flagler County and Constitutional Office Employees, Dependents, and Retirees:** Request the Board approve the contract with Sun Life for a period of three (3) years beginning October 1, 2025, through September 30, 2028. Authorize the Chair to execute the renewal contract as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Charlie Picano, Human Resource Director and Robert Rounds, Purchasing Manager)*

**7-d) Consideration to Enter into a Contract with Sun Life to Provide our Group Vision Benefits for Flagler County and Constitutional Office Employees, Dependents, and Retirees:** Request the Board approve the contract with Sun Life for a period of three (3) years beginning October 1, 2025, through September 30, 2028. Authorize the Chair to execute the contract as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Charlie Picano, Human Resource Director and Robert Rounds, Purchasing Manager)*

**7-e) Consideration to Transfer Funds from within the Alcohol Drug Abuse Fund (Fund 1193) for the Foundations to Freedom Substance Abuse agreement:** Request the Board approve the Budget Transfer in the amount of \$35,000. *(Requested by Joseph Hegedus, Health and Human Services Director)*

**7-f) Consideration of the Final Ranking and Contract Award for Request for Proposals (RFP) 25-RFP-064 Disaster Recovery Consulting Services:** Request the Board approve executing a contract with the identified vendor, pursuant to 25-RFP-064. *(Requested by Jonathan Lord, Emergency Management Director and Robert Rounds, Procuring Manager)*

**7-g) Consideration of Budget Transfer from General Fund (1001) Reserves for the County Attorney Estimated Leave Payout:** Request the Board approve the Budget Transfer. *(Requested by E. John Brower, Financial Services Director) Updated 07-09-2025*

- 7-h) **Consideration of Budget Transfer from the General Obligation Bonds, Series 2015 Fund 1211 Reserves for the Fiscal Year's Associated Debt Costs:** Request the Board approve the Budget Transfer. *(Requested by E. John Brower, Financial Services Director)*
- 7-i) **Consideration to Amend the FY 2024-25 Budget in the Amount of \$10,187 received from the State of Florida's Department of Health as part of its County EMS Equipment Enhancement Program:** Request the Board approve the Unanticipated Revenue Resolution allowing for the purchase of EMS equipment to enhance EMS services to the residents and visitors of Flagler County. *(Requested by Michael Tucker, Fire Rescue Chief)*
- 7-j) **Request the Board declare items as Surplus, Removal from the County Fixed Assets and Authorize the Fleet Division to Trade in identified vehicles to Enterprise Holdings, Inc. as part of our Vehicle Leasing Agreement:** Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Fleet Management to dispose of surplus property pursuant to the Fixed Asset policy. *(Requested by Chet Lagana, Fleet Management Manager and Mike Dickson, General Services Director)*
- 7-k) **Consideration to Approve the Older Americans Act (OAA) Contract Amendment and Amend the FY 2024-2025 Budget to Recognize Unanticipated Revenue for the Department of Health and Human Services' Senior Services Division:** Request the Board approve the Unanticipated Revenue Resolution. *(Requested by Joe Hegedus, Health & Human Services Director)*
- 7-l) **Consideration to Amend the General Capital Projects Fund 1316 and Increase the Nexus Center Project to Recognize Unanticipated Revenue from the E-Rate Program in the amount of \$120,555.14:** Request the Board approve the Unanticipated Revenue Resolution and amending the FY 2024-25 CIP. *(Requested by E. John Brower, Financial Services Director)*
- 7-m) **Consideration of Approval of Work Authorization No. WA-03 under Request for Statement of Qualifications (RSQ) 24-045Q to Crawford Murphy & Tilly, Inc. (CMT) in the Amount of \$57,930 for Professional Engineering Consulting Services for the First Avenue Phase 2 Drainage Improvements Project:** Request the Board 1) Approve Budget Transfer, 2) Approve Work Authorization WA-3 under RSQ# 24-045Q to Crawford, Murphy & Tilly, Inc., in the lump sum amount of \$57,930.00 for design services for the First Avenue Phase 2 Drainage Improvements project as approved to form by the County Attorney, 3) Approve unanticipated revenue resolution, 4) Authorize the Chair to execute the agreements, and 5) Amend the CIP. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer and Richard Zion, PE, PG, Assistant County Engineer)*
- 7-n) ~~Moved to General Business Item 8a: Consideration of the Sale of 0.09-Acre Parcel Located Near 66/68 Hernandez Avenue~~
- 7-o) **Consideration and Approval of the First Contract Amendment to the Construction Agreement ITB 25-015B between Flagler County and On-Point Contracting Company, LLC for the Canal Capacity Expansion Project in the Amount of \$454,411.00:** Request the Board 1) Approve First Amendment to the Construction Agreement ITB 25-015B between Flagler County and On-Point Contracting Company, LLC, for the Canal Capacity Expansion project in the Amount of \$454,411 as approved to form by the County Attorney, 2) Approve the budget transfer, 3) Authorize the Chair to execute the Amendment, and 4) Authorize County Administrator approval of any project related documents within the project overall budget. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer and Richard Zion, PE, PG, Assistant County Engineer)*

- 7-p) **Consideration of a Resolution to Amend the Earlier Adopted Industrial Development Authority Resolution to Increase Authority Membership from Five (5) To Seven (7) Members, Formally Name Initial Members, Appoint Seventh Member, and Assign Initial Terms of Office:** Request the Board approve the amendment to Resolution 2024-98 to Increase Authority Membership from Five (5) To Seven (7) Members, Formally Name Initial Members, Appoint Seventh Member, Silas Grinstead IV, and Assign Initial Terms of Office. *(Requested by Amy Lukasik, Tourism Director and Dolores Key, Economic Development Manager)*
- 7-q) **Consideration of the Flagler County 2026 Holiday Schedule:** Request the Board approve the Flagler County 2026 Holiday Schedule as proposed by the County Administrator. *(Requested by Charlie Picano, Human Resources Director)*
- 7-r) **Consideration of the Flagler County Board of County Commission 2026 Meeting Schedule:** Request the Board approve the Flagler County Board of County Commission 2026 Meeting Schedule with only one meeting in the months of January, February and July. *(Requested by Administration)*
- 7-s) **Consideration of a Federal Aviation Administration Grant Offer in the Amount of \$662,036 to Assist with Funding to Update Airport Master Plan for the Flagler Executive Airport:** Request the Board approve the FAA Grant Offer authorizing the Chair to execute the agreement as approved to form by the County Attorney once it is received and approve the Unanticipated Revenue Resolution. *(Requested by Roy Sieger, Airport Director) Updated 07-09-2025*
8. **General Business:** *Presentations limited to 15 minutes with public comments limited to 3 minutes per speaker.*
- 8-a) **Consideration of an Appointment to the Value Adjustment Board:** Request the Board select an applicant to be the BOCC Citizen Appointee to the Value Adjustment Board for a 5-year term. *(Requested by Clerk to the Value Adjustment Board)*
- 8-b) **Moved from Consent Item 07n: Consideration of the Sale of 0.09-Acre Parcel Located Near 66/68 Hernandez Avenue:** Request the Board approve the Resolution authorizing the County Administrator to start the process of selling a parcel that escheated to the County in 2004. The sale will be effectuated in accordance with applicable state rules and regulations as set forth by Florida Statute 125.35 (2). *(Requested by Erick Revuelta, Public Lands and Natural Resources Manager) Updated 07-09-2025*
9. **Public Hearings:** *Public Hearings will be heard after 5:30 p.m.*
- 9-a) **LEGISLATIVE – Transmittal of the Update to the 2010-2035 Flagler County Comprehensive Plan, and First Reading of an Ordinance titled similar to: AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF FLAGLER COUNTY, FLORIDA, ADOPTING THE UPDATE TO THE 2010-2035 COMPREHENSIVE PLAN TO BE KNOWN AS THE 2025-2050 COMPREHENSIVE PLAN IN ACCORDANCE WITH SECTION 163.3184, FLORIDA STATUTES; AMENDING AND ADOPTING EXHIBIT A - FUTURE LAND USE ELEMENT; EXHIBIT B - TRANSPORTATION ELEMENT; EXHIBIT C - HOUSING ELEMENT; EXHIBIT D - INFRASTRUCTURE ELEMENT; EXHIBIT E - COASTAL MANAGEMENT ELEMENT; EXHIBIT F -**

**CONSERVATION ELEMENT; EXHIBIT G – ECONOMIC DEVELOPMENT ELEMENT; EXHIBIT H – RECREATION AND OPEN SPACE ELEMENT; EXHIBIT I - INTERGOVERNMENTAL COORDINATION ELEMENT; EXHIBIT J - CAPITAL IMPROVEMENTS ELEMENT; AND EXHIBIT K - PROPERTY RIGHTS ELEMENT; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE:** Staff recommends that the Board of County Commissioners approve the ordinance on first reading for transmittal of the update to the Comprehensive Plan. *(Requested by Adam Mengel, Growth Management Director)*

**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:** July 14, 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 – June 23, 2025
2. Proclamation Declaring a Local State of Emergency – June 23, 2025
3. Proclamation Declaring a Local State of Emergency – July 7, 2025
4. Proclamation Declaring a Local State of Emergency – July 14, 2025

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

**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:** July 14, 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 to Enter into a Contract with Sun Life to Provide our Group Dental Benefits for Flagler County and Constitutional Office Employees, Dependents, and Retirees.

**DATE OF MEETING:** June 14, 2025

**OVERVIEW/SUMMARY:** The contract with Florida Combined Life (FCL), our current dental carrier, is set to expire on September 30, 2025. Consequently, we issued a Request for Proposals for dental insurance. After a thorough analysis was conducted on all bid submittals, Sun Life ranked the highest and has proposed a competitive rate of \$3.80 per employee per month for claims administration, which is significantly lower than the current rate of \$4.75 with FCL. Additionally, Sun Life offers a three-year rate guarantee, ensuring stable and predictable costs over the next three years. Sun Life's dental PPO network is also more extensive, with 81% of the dentists utilized by members being in-network, compared to 55% in the FCL network. The County and Sun Life will enter into an agreement for a period of three years, beginning October 1, 2025, through September 30, 2028.

**STRATEGIC PLAN:** Goal 1 – Maintain Financial Stability

**FUNDING INFORMATION:** This plan is funded by employee payroll deductions which are a part of the Health Insurance Fund. The direct cost to the county is the Administrative Fee of \$3.80 per employee per month paid from the Health Insurance Fund account 1501-149-4906-590900-580-00-000-000-599003.

**DEPARTMENT CONTACT:** Charlie Picano, Human Resource Director (386) 313-4033  
Robert Rounds, Purchasing Manager (386) 313-4097

**RECOMMENDATIONS:** Request the Board approve the contract with Sun Life for a period of three (3) years beginning October 1, 2025, through September 30, 2028. Authorize the Chair to execute the renewal contract as approved to form by the County Attorney and approved by the County Administrator.

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

- 1) Contract
- 2) RFP Analysis

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

**SUBJECT:** Consideration to Enter into a Contract with Sun Life to Provide our Group Vision Benefits for Flagler County and Constitutional Office Employees, Dependents, and Retirees.

**DATE OF MEETING:** June 14, 2025

**OVERVIEW/SUMMARY:** Aetna is currently our carrier for the fully insured Vision Plan, paid by employee contributions, with a rate guarantee through September 30, 2026. However, the vision PPO network is no longer adequate, as a heavily used vision provider will no longer be an in-network participating provider with Aetna. To ensure members have the broadest vision network available, we issued a Request for Proposal for vision insurance. After a thorough analysis of all bids was performed, Sun Life scored and ranked the highest and offers the VSP PPO network, which includes the heavily used vision provider. Additionally, Sun Life's rates are 9.7% lower overall compared to Aetna's current rates. Sun Life also offers a three-year rate guarantee. The County and Sun Life will enter into a three-year agreement, effective October 1, 2025, through September 30, 2028.

**STRATEGIC PLAN:** Goal 1 – Maintain Financial Stability

**FUNDING INFORMATION:** This plan is funded 100 percent by employee payroll deductions which are a part of the Health Insurance Fund 1501-149-4906-590900-580-00-000-000-599009.

**DEPARTMENT CONTACT:** Charlie Picano, Human Resources Director (386) 313-4033  
Robert Rounds, Purchasing Manager (386) 313-4097

**RECOMMENDATIONS:** Request the Board approve the contract with Sun Life for a period of three (3) years beginning October 1, 2025, through September 30, 2028. Authorize the Chair to execute the contract as approved to form by the County Attorney and approved by the County Administrator.

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

- 1) Sun Life Contract
- 2) RFP Analysis

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

**SUBJECT:** Consideration to Transfer Funds from within the Alcohol Drug Abuse Fund (Fund 1193) for the Foundations to Freedom Substance Abuse agreement.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** In compliance with Florida State Statute, the Flagler County Department of Health and Human Services issued a request for proposals for Substance Use and Treatment related services on March 21, 2025. Funding for services is available from the County Alcohol and Drug Abuse Trust, providing restricted use funds generated from court fees, in accordance with Sections 938.13 and 893.165 of Florida Statutes. The solicitation provided a maximum award of \$35,000 for substance abuse treatment and related services.

Funding is a one-time award, Flagler County received proposals from two local/regional non-profit organizations with experience providing substance use prevention, substance abuse treatment or related services to the community.

The contract awardee, Foundations to Freedom (FTF), was selected via established procurement protocols. As a community-based non-profit organization (501c3) certified by the Florida Association of Recovery Residences, FTF's Foundations to Recovery program achieves the requested services by providing trauma-informed, evidence-based mentoring and one-on-one support designed to foster long-term recovery. FTF's comprehensive continuum of care, starting with innovative 18-month recovery housing programs, provides essential support for clients as they work toward personal goals and sustain their recovery journeys. This new service will be a critical and important addition to the array of safety net services in the community.

The funding award and contract execution have been completed under County Administration signature authority. This board item seeks to transfer the statutorily restricted funding from reserves to fund the awarded contract, as allowed by the referenced statute.

**STRATEGIC PLAN:**

Focus Area: Public Health & Safety

- Goal 1: Increase Resident Awareness of Available Services of Health & Human Services Department
  - Objective PHS 1.1: Provide a range of educational programs.
- Goal 4: Expand Behavioral Health and Substance Abuse Programs
  - Objective PHS 4.1: Expand public-private partnerships to help remove barriers related to behavioral health access.

**FUNDING INFORMATION:** Funding in the amount of \$35,000 will be transferred from Fund 1193 Reserves.

**DEPARTMENT CONTACT:** Joseph Hegedus, Health and Human Services Director, 583-2324

**RECOMMENDATION:** Request the Board approve the Budget Transfer in the amount of \$35,000.

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

1. Budget Transfer
2. Foundations to Freedom Agreement

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

**SUBJECT:** Consideration of the Final Ranking and Contract Award for Request for Proposals (RFP) 25-RFP-064 Disaster Recovery Consulting Services.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** To ensure efficient and effective documentation and recovery of costs incurred due to a significant emergency or disaster; Flagler County maintains a competitively procured contract with a Disaster Recovery Consulting Services vendor to support and supplement our staff as we recover from and mitigate the impacts of disasters, such as hurricanes.

Our last related Request for Proposals and contract was developed and awarded in 2020, with its final renewal expiring in August. Therefore, earlier this year, in partnership with our municipalities, a new RFP was developed for these services.

On May 6, 2025, staff released 25-RFP-064 Disaster Recovery Consulting Services via our OpenGov Procurement Portal, closing on June 11<sup>th</sup> with the evaluation committee meeting on June 24<sup>th</sup>, resulting in IEM International, Inc receiving the best score.

By executing a contract with IEM International, Inc., pursuant to 25-RFP-064, Flagler County will be able to access the disaster recovery consulting services for the next 3 years, with 2 potential one-year renewals. Upon Board Approval, each municipality will also have the option of executing their own separate contracts with the vendor.

**STRATEGIC PLAN:**

Effective Government

- Goal 1 – Maintain Financial Stability  
Public Health & Safety
- Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

**FUNDING INFORMATION:** Funding will be allocated pursuant to a Local State of Emergency and/or Board action for each significant emergency and/or disaster. Historically, many of the related expenditures have been reimbursed through the FEMA Public Assistance Program.

**DEPARTMENT CONTACT:**

Jonathan Lord, Emergency Management Director 386-313-4240  
Robert Rounds, Procuring Manager 386-313-4097

**RECOMMENDATION:** Request the Board approve executing a contract with the identified vendor, pursuant to 25-RFP-064.

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

1. IEM International Contract

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS**

**CONSENT / AGENDA ITEM # 7g**

*Updated 07/09/2025*

**SUBJECT:** Consideration of Budget Transfer from General Fund (1001) Reserves for the County Attorney Estimated Leave Payout.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** County Attorney Al Hadeed will begin his retirement from the County, effective August 1<sup>st</sup>, 2025. In accordance with county policy 3.02, the County is responsible for processing the payout of all accrued and unpaid leave and eligible benefits upon the departure of the incumbent. **Mr. Hadeed's accrued leave bank currently totals 767 hours. Under county policy, he is eligible to receive a payout for the maximum accrual amount of 672 hours. Mr. Hadeed has elected to forfeit the difference in hours.** These costs have been reviewed and were accounted for in the FY25 budget within the reserves account for Personnel Services: 1001-150-5000-000000-590-00-000-000-598030.

**STRATEGIC PLAN:**

Focus Area: Effective Government

- Goal 1- Maintain Financial Stability

**FUNDING INFORMATION:** Budget from Fund 1001 Reserves in the amount of ~~\$181,886~~ **\$147,814** will be appropriated with the approval of the Budget Transfer.

**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
2. **County Policy Section 3: Personal Leave**

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

**SUBJECT:** Consideration of Budget Transfer from the General Obligation Bonds, Series 2015 Fund 1211 Reserves for the Fiscal Year's Associated Debt Costs.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** Staff is seeking approval to transfer funds from the General Obligation Bonds, Series 2015 Reserves for the FY 2024-2025 Budget in the amount of \$2,000 to allocate budget for the fiscal year's arbitrage reporting costs.

**STRATEGIC PLAN:**

Focus Area: Effective Government

- Goal 1- Maintain Financial Stability

**FUNDING INFORMATION:** Budget from Fund 1211 Reserves in the amount of \$2,000 will be appropriated with the approval of the Budget Transfer.

**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 # 7i**

**SUBJECT:** Consideration to Amend the FY 2024-25 Budget in the Amount of \$10,187 received from the State of Florida's Department of Health as part of its County EMS Equipment Enhancement Program.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** On May 19, 2025, the Florida Department of Health advised Flagler County that as part of legislative changes made in 2024 it's EMS "grant" program would be transitioned to a direct disbursement program and counties would no longer be required to submit a grant application to receive these funds. These funds are distributed from the Emergency Medical Services Trust Fund and derived from moving violations that occur within Flagler County. These funds are intended to purchase equipment that will improve and expand the provision of emergency medical services within Flagler County. As a result of this being a direct disbursement from DOH to Flagler County, no match on the part of the County is required.

**STRATEGIC PLAN:**

Focus Area: Public Health & Safety

- Goal 3 - Improve Public Safety Response and Service Delivery Capabilities.
  - Objective PHS 3.3: Protect life, property, and the environment from the effects of fire, medical emergencies, disasters, and hazardous materials accidents to current and expanding service delivery areas.
  - Objective PHS 3.4: Ensure adequate training, available resources, and current technology to effectively respond to, mitigate, and recover from any local, state, or national event.

**FUNDING INFORMATION:** Funding in the amount of \$10,187 will be appropriated upon approval of the Unanticipated Revenue Resolution.

**DEPARTMENT CONTACT:** Michael Tucker, Fire Rescue Chief (386) 313-4255

**RECOMMENDATIONS:** Request the Board approve the Unanticipated Revenue Resolution allowing for the purchase of EMS equipment to enhance EMS services to the residents and visitors of Flagler County.

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

1. Unanticipated Revenue Resolution

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

**SUBJECT:** Request the Board declare items as Surplus, Removal from the County Fixed Assets and Authorize the Fleet Division to Trade in identified vehicles to Enterprise Holdings, Inc. as part of our Vehicle Leasing Agreement.

**DATE OF MEETING:** July 14, 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 vehicles listed have been identified through Rolling Stock to be replaced with leased vehicles through Enterprise Holdings, Inc. as per our agreement.

**STRATEGIC PLAN:**

- **Focus Area:** Effective Government
  - **Goal** - Maintain Financial Stability

**FUNDING:** Proceeds generated by the sale of the identified vehicles will go to offset the cost of the lease payments.

**DEPARTMENT CONTACT:** Chet Lagana, Fleet Management Manager (386) 313-4184  
Mike Dickson, General Services Director (386) 313-4191

**RECOMMENDATIONS:** Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Fleet Management 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 # 7k**

**SUBJECT:** Consideration to Approve the Older Americans Act (OAA) Contract Amendment and Amend the FY 2024-2025 Budget to Recognize Unanticipated Revenue for the Department of Health and Human Services' Senior Services Division.

**DATE OF MEETING:** July 14, 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 grant funds that were unspent at the end of FY2023/24 but remain available to carry forward in FY2024/25. The Older Americans Act funding agreement is being amended, recognizing funds to be carried forward. The original total contract amount of \$405,747.65 increased by \$73,042.97, with the new total contract amount of \$478,790.62. This increased funding was recognized and incorporated into the FY23/24 budget as an amendment of that contract, but due to the timing of the amendment the additional and remaining funds were not fully brought forward and expended in the FY23/24 budget.

Carry forward funding falls under the following categories and corresponding eligible uses in FY2024/25:

| Title III-B | Title III-C1 | Title III-C2 | Title III-E | NSIP |
|-------------|--------------|--------------|-------------|------|
| \$15,826.12 | \$ 37,458.04 | \$ 16,317.97 | \$ 3,440.84 | \$0  |

**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 \$73,043 will be appropriated in the General Fund upon approval of the Unanticipated Revenue Resolution.

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

**RECOMMENDATIONS:** Request the Board approve the Unanticipated Revenue Resolution.

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

1. 2025 Flagler County OAA Contract Amendment 1 (A025-FCBCC.A1)
2. Unanticipated Revenue Resolution

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
CONSENT/ AGENDA ITEM # 71**

**SUBJECT:** Consideration to Amend the General Capital Projects Fund 1316 and Increase the Nexus Center Project to Recognize Unanticipated Revenue from the E-Rate Program in the amount of \$120,555.14.

**DATE:** July 14, 2025

**OVERVIEW/SUMMARY:** Staff is seeking approval to amend the FY 2024-25 General Capital Projects Fund 1316 and the Nexus Center Project in the amount of \$120,555.14 for unanticipated revenues.

On March 17, 2025, the Board approved the purchase of equipment with Netsync Network Solutions, Inc. up to the amount of \$183,797.32 utilizing partial funding from the E-Rate Funding Program. E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides a budget over a five-year period to all schools and libraries in the system to assist with the cost of related equipment and services. The Flagler County Public Library System under the BEN # 127579 had \$160,000 in funding available. Our discount rate under E-Rate is 85/15 match and is funded on a reimbursement basis.

A funding commitment letter was received awarding Flagler County Public Library \$120,555.14 or 85% of the \$141,829.58 deemed eligible by USAC. The remaining \$21,274.44 will be paid out of the existing Nexus Center project budget. Since this is on a reimbursement basis and the invoice is not reduced by Netsync directly, we need to have the money in the project until we receive the funds from USAC. Once the service provider (Netsync Network Solutions) has been paid in full we must then file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount or \$120,555.14.

**STRATEGIC PLAN:**

Focus Area: Effective Government

- Goal 1- Maintain Financial Stability

**FUNDING INFORMATION:** The results of the Unanticipated Revenue Resolution (URR) will essentially increase the overall Nexus Project by \$120,556 in the General Capital Projects Fund (Fund 1316) but will be reimbursed once equipment is purchased and the request for reimbursement has been filed.

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

**RECOMMENDATION:** Request the Board approve the Unanticipated Revenue Resolution and amending the FY 2024-25 CIP.

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

1. Unanticipated Revenue Resolution Fund 1316
2. USAC Funding Commitment Decision Letter
3. Amended CIP

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

**SUBJECT:** Consideration of Approval of Work Authorization No. WA-03 under Request for Statement of Qualifications (RSQ) 24-045Q to Crawford Murphy & Tilly, Inc. (CMT) in the Amount of \$57,930 for Professional Engineering Consulting Services for the First Avenue Phase 2 Drainage Improvements Project.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** This project includes the design of drainage system enhancements for First Avenue from Malacompra Road to the north terminus of First Avenue, approximately 1,265 feet, and upgrading the influent and outfall from the pond ( $\pm 3.75$  acres) on First Avenue as necessary. Drainage improvements will include the additions and enhancements of roadside swales, stormwater pipes, culverts, drainage structures and reshaping existing roadside grades to promote positive drainage. Additional design services will be provided to design the relocation of roadside utilities and drainage improvements in the vicinity of First Avenue and Apache Drive intersection.

Staff is seeking approval of the Work Authorization No. WA-03 with CMT and authorization from the Board for the Chair to execute the Agreement.

**STRATEGIC PLAN:**

Focus Area: Growth and Infrastructure

- Goal D.4: Flagler County shall ensure the development, operation and maintenance of a cost-effective and efficient surface water management system which minimizes flood damage and losses, prevents water quality degradation of receiving water bodies and promotes groundwater aquifer recharge.
  - Objective G1.1: Ensure public safety through continuous planning for future needs and adequate evacuation capacity.
  - Measure G1 1.1.3: Coordinate with municipalities and FDOT to obtain grants to study traffic safety issues.
  - Objective G1-1.2 Make surface transportation improvements.
  - Measure G1 1.2.2: Make surface transportation improvements.

**FUNDING INFORMATION:** Funding in the amount of \$57,930 will be transferred from the Engineering Division to the Interfund Transfer Division. This funding will then be appropriated with approval of the Unanticipated Revenue Resolution in the Constitutional Gas Tax Fund (Fund 1112).

**DEPARTMENT CONTACTS:** Hamid Tabassian, PE, DBIA, County Engineer 386-313-4046  
Richard Zion, PE, PG, Assistant County Engineer 386-313-4051

**RECOMMENDATION:** Request the Board 1) Approve Budget Transfer, 2) Approve Work Authorization WA-3 under RSQ# 24-045Q to Crawford, Murphy & Tilly, Inc., in the lump sum amount of \$57,930.00 for design services for the First Avenue Phase 2 Drainage Improvements project as approved to form by the County Attorney, 3) Approve unanticipated revenue resolution, 4) Authorize the Chair to execute the agreements, and 5) Amend the CIP.

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

1. Budget Transfer
2. Work Authorization No WA-3 with CMT
3. Unanticipated Revenue Resolution Fund 1112
4. Amended CIP

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

[This item has been moved to 8b]

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

**SUBJECT:** Consideration and Approval of the First Contract Amendment to the Construction Agreement ITB 25-015B between Flagler County and On-Point Contracting Company, LLC for the Canal Capacity Expansion Project in the Amount of \$454,411.00.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** Award of Bid and Contract Approval ITB 25-015B for the Canal Capacity improvements and maintenance construction was approved as Agenda Item 7g by the County Commission during the December 16, 2024, regular meeting in the amount of \$1,708,950.00.

The Canal Capacity Expansion construction and maintenance project is currently underway, and the work generally includes but is not limited to removing approximately 6 inches of sediment, floating vegetation, grasses, and debris along the entire length of the Canal systems. Associated work also includes transporting and legally disposing of all collected materials and regrading/reshaping ditches and slope grades from select County canals in accordance with the scope, terms, and conditions of the ITB 25-015B contract.

ITB 25-015B was initially advertised to receive pricing from prospective contractors to perform the construction and maintenance activity for eight (8) Drainage Infrastructure Canal items. Due to a limited budget, only five (5) of the Drainage Infrastructure Canal items were authorized for construction. The remaining three (3) outstanding stormwater infrastructure facilities include the Quiggly Bay Canal along CR 305, the SR 100 west canal, and the Cross Over Canal (from SR 100 to CR 302). These drainage canal facilities manage stormwater for a large region of western Flagler County and re-establishment of the canal's drainage capacity is considered critical.

Flagler County staff recommends completing the remaining Canal Capacity Expansion project scope that includes the Quiggly Bay and Cross Over Canals and authorizing Contract Amendment 1 to allow the contractor to perform the construction maintenance and improvements activities on the two (2) outstanding ITB 25-015B Canals. The additional work will result in an additional 180 Calendar Days to be added to the project duration and the additional cost to be added to the contract will be the lump sum amount of \$454,411.00. A summary of the project costs is tabulated as follows:

| ITB 25-015B                     | Amount         | Duration |
|---------------------------------|----------------|----------|
| Original Contract Amount =      | \$1,708,950.00 | 220 Days |
| Contract Amendment 1 =          | \$454,411.00   | 180 Days |
| Total Updated Contract Amount = | \$2,163,361.00 |          |

Staff requests approval of the First Amendment to the Construction Agreement ITB 25-015B to complete the remaining Canal Capacity Expansion project work for the Lump Sum Amount of \$454,411.00.

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

**STRATEGIC PLAN:**

Focus Area: Growth and Infrastructure

- Goal 1 – Provide Quality Fundamental Infrastructure and Assets
  - Objective GI 1.1: Ensure public safety through continuous planning for future needs and adequate evacuation capacity.  
Measure GI 1.1.3: Coordinate with municipalities and FDOT to obtain grants to study traffic safety issues.
  - Objective GI 1.2: Expand and improve infrastructure to support commercial/ industrial and residential growth.  
Measure GI 1.2.2: Make surface transportation improvements.

**DEPARTMENT CONTACT:** Hamid Tabassian, PE, DBIA, County Engineer 313-4046  
Richard Zion, PE, PG, Asst. County Engineer 313-4051

**FUNDING INFORMATION:** Funding in the amount of \$454,411 will be appropriated upon approval of the budget transfer from the County Transportation Trust Fund Reserve.

**RECOMMENDATIONS:** Request the Board 1) Approve First Amendment to the Construction Agreement ITB 25-015B between Flagler County and On-Point Contracting Company, LLC, for the Canal Capacity Expansion project in the Amount of \$454,411 as approved to form by the County Attorney, 2) Approve the budget transfer, 3) Authorize the Chair to execute the Amendment, and 4) Authorize County Administrator approval of any project related documents within the project overall budget.

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

1. Budget Transfer
2. Contract Amendment 1
3. ITB 25-015B – Contractor Bid Tabulation

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

**SUBJECT:** Consideration of a Resolution to Amend the Earlier Adopted Industrial Development Authority Resolution to Increase Authority Membership from Five (5) To Seven (7) Members, Formally Name Initial Members, Appoint Seventh Member, and Assign Initial Terms of Office.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** On November 4, 2024, the Board approved Resolution 2024-98 to Form the Flagler County Industrial Development Authority; Establishing a Process for Appointing the Five (5) Members of the Authority; and Establishing their Terms of Office.

Though Resolution 2024-98 established a five (5) member Industrial Development Authority (IDA), the Board received a number of outstanding resumes from individuals interested in serving on the IDA. As a result, during its June 2, 2025 regular meeting, the Board voted to appoint six (6) members and continue searching for an additional member in the “commercial banker” category, ultimately resulting in a seven (7) member IDA.

The intent of this agenda item is to amend Resolution 2024-98 to:

1. Increase the size of the IDA from five (5) to seven (7) members;
2. Formally name the IDA members appointed at the June 2, 2025 Board meeting;
3. Appoint Silas Grinstead to the IDA; and
4. Establish initial terms of office for each IDA member.

As it relates to Amendment #3 above, Silas Grinstead submitted his resume for consideration by the Board on June 12, 2025. His resume, a copy of which is submitted as an attachment to this Staff Report, indicates that Mr. Grinstead has resided in Flagler County for 17 years and has a commercial banking background, having been employed in several different roles by Barwick Banking Company since November 2020 and now serving as Vice President and a Commercial Banker. Appointing Mr. Grinstead to the IDA will serve a dual purpose: he will fill the currently vacant seventh seat and represent the commercial banking industry, a desire expressed by the Board.

As it relates to Amendment #4 above, while the Board appointed six (6) members to the IDA, no terms of office were established. Pursuant to Section 159.45(3), Florida Statutes, “Of the members first appointed, one shall serve for 1 year, one for 2 years, one for 3 years, and the remainder for 4 years and in each case until his or her successor is appointed and has qualified. Thereafter, the commission shall appoint for terms of 4 years each a member or members to succeed those whose terms expire.” With a seven (7) member IDA, four (4) members will serve an initial term of 4 years, while the remaining three (3) members will serve the 1-, 2-, and 3-year terms. As proposed in the amended Resolution, the three (3) IDA members who received the highest number of votes (5 votes) were assigned an initial 4-year term. For purposes of transparency, the three (3) IDA members who received the next highest number of votes (4 votes) were assigned 4-, 3-, and 2-year terms by placing those individuals in alphabetical order and Mr. Grinstead was assigned the 1-year term, understanding that once a member’s term expires, he can be appointed to a full, 4-year term at the Board’s discretion. Based on the foregoing, the amended Resolution results in the appointment of terms as follows:

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

| <b>IDA MEMBER</b> | <b>INITIAL TERM</b> |
|-------------------|---------------------|
| Richard Mielbye   | 4 years             |
| Bruce Parker      | 4 years             |
| Donald Turlington | 4 years             |
| Chad Raymond      | 4 years             |
| Shawn Rhoton      | 3 years             |
| Raymond Ricchi    | 2 years             |
| Silas Grinstead V | 1 year              |

This item is being placed on the Consent Agenda so that, if the Board agrees with the amended Resolution as drafted, it can simply be approved with all other items on the Consent Agenda. That being said, if any Board member does not wish to appoint Mr. Grinstead to the seventh seat and/or does not agree with the terms of office as assigned, the item can be pulled and the amended Resolution can be discussed and revisions made from the dais. Once the appropriate revision(s) is/are made, the amended Resolution can be adopted with the additional revision(s).

**STRATEGIC PLAN:**

Economic Vitality

- Goal 2 – Develop Competitive Advantages for New & Existing Businesses
  - Objective EV 2.2: Research, develop, and implement options for economic development incentive program.

**FUNDING INFORMATION:** N/A

**DEPARTMENT CONTACT:** Amy Lukasik, Tourism Director and  
Dolores Key, Economic Development Manager

**RECOMMENDATIONS:** Request the Board approve the amendment to Resolution 2024-98 to Increase Authority Membership from Five (5) To Seven (7) Members, Formally Name Initial Members, Appoint Seventh Member, Silas Grinstead IV, and Assign Initial Terms of Office.

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

1. Resolution 2024-98
2. Resolution Amendment
3. Silas Grinstead (Commercial Banker) Resume

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

**SUBJECT:** Consideration of the Flagler County 2026 Holiday Schedule.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** Each year at this time the Board is asked to review and approve the County holiday schedule for the upcoming year. The Holiday Schedule was developed in keeping consistent with other Constitutional Offices and Local Government offices and is posted by calendar year to allow employees to coordinate schedules. For consistency, this year's schedule includes President's days. The proposed schedule also includes provisions for employees who work a 56-hour week in accordance with their union contract.

The 2025 holiday schedule is provided as a reference.

**FUNDING INFORMATION:** N/A

**DEPARTMENT CONTACT:** Charlie Picano, Human Resources Director (386) 313-4007

**RECOMMENDATION:** Request the Board approve the Flagler County 2026 Holiday Schedule as proposed by the County Administrator.

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

1. 2026 Flagler County Holiday Schedule – Proposed
2. 2025 Flagler County Holiday Schedule – Current

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

**SUBJECT:** Consideration of the Flagler County Board of County Commission 2026 Meeting Schedule.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** Each year, at this time, the Board is asked to review and approve the next year's Board of County Commission meeting schedule.

In previous years, the Board has chosen to lighten their meeting schedule due to additional budget meetings, workshops, vacation schedules and holidays to one meeting in a particular month. The proposed schedule is consistent with the previous year, with only one scheduled meeting in the month of January, February and July.

The 2025 meeting schedule is provided as reference.

**FUNDING INFORMATION:** N/A

**DEPARTMENT CONTACT:** Administration (386) 313-4001

**RECOMMENDATION:** Request the Board approve the Flagler County Board of County Commission 2026 Meeting Schedule with only one meeting in the months of January, February and July.

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

1. 2026 Proposed Flagler County Board of County Commission Meeting Schedule
2. 2025 Flagler County Board of County Commission Meeting Schedule

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

*Updated 07-09-2025*

**SUBJECT:** Consideration of a Federal Aviation Administration Grant Offer in the Amount of \$662,036 to Assist with Funding to Update Airport Master Plan for the Flagler Executive Airport.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** The Airport Director has been notified by the Federal Aviation Administration (FAA) that Flagler County will be receiving a grant in the amount of \$662,036 to assist with funding for the Airport Master Plan Update at the Flagler Executive Airport. The grant will be received electronically and will require electronic signatures from the Chair of the Flagler County Board of County Commissioners and the County Attorney. Request the Board approve the FAA Grant Offer authorizing the Chairman to execute the agreement as approved to form by the County Attorney once it is received. The total project cost is \$696,880, which will be funded at 95% by the FAA. Below is a table depicting the funding source breakdown for this project.

| <b>Project</b>             | <b>FAA</b> | <b>FDOT</b> | <b>Airport</b> | <b>Total</b> |
|----------------------------|------------|-------------|----------------|--------------|
| Airport Master Plan Update | \$662,036  | \$27,755    | \$7,089        | \$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 update will entail a comprehensive analysis of existing Airport facilities and recently completed studies/analyses. It will thoroughly consider the impact(s) that new safety and security requirements may pose. Furthermore, it will develop a sound aviation activity forecast. The forecast information will be used to determine existing facility capacities and identify any deficiencies that the Master Plan Update needs to address to meet the Airport's needs for the 20-year planning period.

**STRATEGIC PLAN:**

Focus Area: Economic Vitality,

- Goal 2- Develop Competitive Advantages for New and Existing Businesses
  - Objective EV 2.4: Expand facilities and attract aviation related businesses to the Flagler Executive Airport.

**FUNDING INFORMATION:** The FAA Grant Offer is for \$662,036, which will fund 95% of the above-mentioned project. The FDOT will fund a total of \$27,755 and the Airport Enterprise will fund a total of \$7,089 as outlined in the above table. Funding for this agreement in the amount of \$662,036 will be appropriated upon approval of the Unanticipated Revenue Resolution.

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

**RECOMMENDATIONS:** Request the Board approve the FAA Grant Offer authorizing the Chair to execute the agreement as approved to form by the County Attorney once it is received **and approve the Unanticipated Revenue Resolution.**

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

1. URR
2. Fiscal Year 2025 – Announcement 8

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
GENERAL BUSINESS / AGENDA ITEM # 8a**

**SUBJECT:** Consideration of an Appointment to the Value Adjustment Board.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** The Value Adjustment Board currently has one vacancy on its board for a citizen representative appointed by the Flagler County Board of County Commissioners as David Sullivan has been appointed to the Palm Coast City Council. Applications have been submitted and reviewed by the Value Adjustment Board Clerk. All listed applications meet the requirement for this position.

**Established:** Flagler County Code Section 19-49, pursuant to Section 125.0104, Florida Statutes.

**Function:** To hear appeals regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change.

**Membership:** Consists of 2 members of the BOCC, 1 member from the School Board, 2 citizen members, one of whom must be appointed by the BOCC and owns homestead property within the county and one who must be appointed by the School Board and owns a business occupying commercial space located within the school district. For further requirements, see Florida Statutes 194.015.

**Appointment Terms:** From the Organization Meeting to the Final Meeting

**Meeting Information:** Meets as needed at the Government Services Complex  
1769 E. Moody Blvd., Bldg 2, Board Chambers, Bunnell, FL 32110

**Staff Liaison:** Clerk to the Value Adjustment Board, (386) 313-4400; [VAB@FlaglerClerk.com](mailto:VAB@FlaglerClerk.com)

**Members:** Pam Richardson, Flagler BOCC Commissioner (2025-2026)  
Leann Pennington, Flagler BOCC Commissioner (2025-2026)  
**Vacant**, Flagler BOCC Citizen Appointee  
William Furry, FCSB School Board Member  
Joseph Wright, FCSB Citizen Appointee

If additional applications are received, they will be presented to the Board prior to the meeting.

**FUNDING INFORMATION:** N/A

**DEPARTMENT CONTACT:** Clerk to the Value Adjustment Board (386) 313-4400

**RECOMMENDATION:** Request the Board select an applicant to be the BOCC Citizen Appointee to the Value Adjustment Board for a 5-year term.

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

1. Application – Mrs, Jane Gentile-Youd
2. Application – Mr. Richard Goellner
3. Application – Mr. Scott Chappuis

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
GENERAL BUSINESS/ AGENDA ITEM # 8b**

*Updated 07-09-2025*

**SUBJECT:** Consideration of the Sale of 0.09-Acre Parcel Located Near 66/68 Hernandez Avenue.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** Staff is seeking authorization to start the process for the sale of a 0.09-acre parcel (Parcel Id. 40-10-31-0100-00110-0031) pursuant to Section 123.35(2), Florida Statutes. The parcel is a narrow, east-west strip of land extending from Hernandez Avenue to the Intracoastal Waterway north of 18<sup>th</sup> Street in the Hammock. Two of the three adjoining property owners contacted county staff to express their interest in purchasing the parcel. The parcel escheated to Flagler County in 2004 after taxes remained unpaid and no one bid on it at auction.

Due to its size, shape, and location, the parcel is of no use to the County. If the County needed access to the Intracoastal in this neighborhood, 18<sup>th</sup> Street, which is only eighty-five feet to the south, would be more suitable. In addition, there are encroachments on the parcel. The sale would reduce potential liability exposure and return the property to the tax roll. In sum, the Property is of no use to the County or the public and is better suited in private ownership.

Below is an image of the parcel highlighted in teal. 66 Hernandez Ave. is south of the Property, and 68 and 70 Hernandez Ave. are north of the Property. Hernandez Ave. is east of the Property (right side of the picture), and the Intracoastal Waterway is west of the Property (left side of the picture).



**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
GENERAL BUSINESS/ AGENDA ITEM # 8b**

*Updated 07-09-2025*

**FACTUAL BACKGROUND:** The lands at issue were platted in 1955 as part of the Second Addition to Artesia Subdivision, recorded in Plat Book 5, Pages 13-14. There are no platted drainage easements along lot lines in the subdivision, meaning no platted drainage easement on the Property at issue.

In 1985, Mr. John Rice became the owner of 66 Hernandez. In 1987, Mr. Rice conveyed the northern 15 foot strip (the Property at issue today) to the then-owners of 68 Hernandez. A few months later, the owners of 66 Hernandez and the strip of Property at issue sold 66 Hernandez and an access easement through the strip of Property. Shortly thereafter, the owners stopped paying property taxes on the access strip of Property. A tax sale certificate was filed in the Tax Collector's Office in 1990. In 2004, that the Property escheated to the County.

Dennis Bayer, Esq. represents the owners of 66 Hernandez Ave, the Millican's, who have the encroaching residence on the Property. Mr. Bayer advises that the Millican's residence is encumbered by a mortgage to the Gravlee's, owners of 68 Hernandez Avenue.

**APPLICATION OF [FLORIDA STATUTE §125.35\(2\)](#):** Under the conditions described above, Section 125.35(2), Fla. Stat., allows the County to dispose of property to adjacent landowners. Here are the relevant portions of the statute:

“When the board of county commissioners finds that a parcel of real property is of insufficient size and shape to be issued a building permit for any type of development to be constructed on the property...and when, due to the size, shape, location, and value of the parcel, it is determined by the board that the parcel is of use only to one or more adjacent property owners, the board may effect a private sale of the parcel.”

Accordingly, the attached resolution makes the following findings:

1. The Property escheated to the County.
2. The Property is less than one hundredth of an acre in size and of insufficient size and shape to be issued a building permit.
3. The Property contains an encroaching structure.
4. The Property Appraiser has assigned a just value to the Property of \$25,125.00.
5. Due to the Property's size, shape, location, and value, the Property is only of use to one or more adjacent landowners.

The resolution authorizes the County Administrator to effectuate the sale by following the procedures of the statute. This would involve sending notice via certified mail to the three, adjoining landowners, who then have ten days to place bids. The County would then sell the Property to the highest bidder. An attorney for one of the adjoining landowners, 66 Hernandez Avenue, has advised the County Attorney's Office that the adjoining landowners may attempt to work out an arrangement. Such agreement between private parties is beyond the ability of the County to consider. The statute requires the County to convey the land to the highest bidder.

**STRATEGIC PLAN:**

Focus Area: Effective Government

- Goal 3 – Provide an Excellent Customer Experience

**DEPARTMENT CONTACT:**

Erick Revuelta, Public Lands and Natural Resources Manager (386) 313-4446

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
GENERAL BUSINESS/ AGENDA ITEM # 8b**

*Updated 07-09-2025*

**FUNDING INFORMATION:** Proceeds from the sale of this property will be deposited into the General Fund.

**RECOMMENDATIONS:** Request the Board approve the Resolution authorizing the County Administrator to start the process of selling a parcel that escheated to the County in 2004. The sale will be effectuated in accordance with applicable state rules and regulations as set forth by Florida Statute 125.35 (2).

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

1. Recorded tax deed (Official Records Book 1087 Page 317)
2. Resolution Authorizing Land Sale
3. [Florida Statute §125.35](#)

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
PUBLIC HEARING/AGENDA ITEM #9a**

**SUBJECT: LEGISLATIVE** – Transmittal of the Update to the 2010-2035 Flagler County Comprehensive Plan, and First Reading of an Ordinance titled similar to:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF FLAGLER COUNTY, FLORIDA, ADOPTING THE UPDATE TO THE 2010-2035 COMPREHENSIVE PLAN TO BE KNOWN AS THE 2025-2050 COMPREHENSIVE PLAN IN ACCORDANCE WITH SECTION 163.3184, FLORIDA STATUTES; AMENDING AND ADOPTING EXHIBIT A - FUTURE LAND USE ELEMENT; EXHIBIT B - TRANSPORTATION ELEMENT; EXHIBIT C - HOUSING ELEMENT; EXHIBIT D - INFRASTRUCTURE ELEMENT; EXHIBIT E - COASTAL MANAGEMENT ELEMENT; EXHIBIT F - CONSERVATION ELEMENT; EXHIBIT G – ECONOMIC DEVELOPMENT ELEMENT; EXHIBIT H – RECREATION AND OPEN SPACE ELEMENT; EXHIBIT I - INTERGOVERNMENTAL COORDINATION ELEMENT; EXHIBIT J - CAPITAL IMPROVEMENTS ELEMENT; AND EXHIBIT K - PROPERTY RIGHTS ELEMENT; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**DATE OF MEETING:** July 14, 2025

**OVERVIEW/SUMMARY:** This request is legislative in nature and does not require disclosure of ex parte communication. The County contracted with Inspire Placemaking Collective, Inc., to update the 2010-2035 Comprehensive Plan to integrate the Comprehensive Plan with relevant elements of the County’s Strategic Plan, along with an update to the Comprehensive Plan to meet statutory changes and best planning practices. Inspire and County staff sought the input of the public, stakeholders, the County’s Planning and Development Board, and the Board of County Commissioners throughout the update process.

The Board of County Commissioners – in its review of the updated Comprehensive Plan – is acting in its capacity as the County’s Local Planning Agency (LPA).

Approval of the update to the Comprehensive Plan at this stage will transmit the update to the state land planning agency and the reviewing agencies through the Expedited State Review process. Following receipt of comments from the reviewing agencies, the update can be amended to address comments then adopted, adopted without any changes, or the Board of County Commissioners can opt not to adopt the update.

Now that Senate Bill 180 has been signed by the Governor and has become law (Chapter No. 2025-190, Laws of Florida), the County – like other affected Florida local governments – will have to ensure that regulations that are more burdensome are not adopted as these are prohibited by the new law. While the breadth of the impact of Senate Bill 180 is likely to be tested both through its real world application and as challenged through the courts, the County will opt towards a pragmatic “plain text” approach to the text of the new law.

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As to how this affects the update to the Comprehensive Plan, County staff proposes to review each Element's Goals, Objectives, and Policies in the timeframe between transmittal and adoption to identify more burdensome text. The burdensome Goals, Objectives, and Policies will be separately identified in staff's pre-statement of the updated Comprehensive Plan at its adoption stage.

This agenda item is:

quasi-judicial, requiring disclosure of ex-parte communication; or  
 legislative, not requiring formal disclosure of ex-parte communication.

**RECOMMENDATION:** Staff recommends that the Board of County Commissioners approve the ordinance on first reading for transmittal of the update to the Comprehensive Plan.

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

1. Draft Transmittal Ordinance for 2025-2050 Comprehensive Plan
  - a. Updated Elements
  - b. Updated Data and Analysis (linked to Growth Management folders)
  - c. Additional Information – no action needed
2. Public Notice