



Flagler County Board of County Commissioners Meeting Agenda

March 2, 2026 • 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:** *Items 8b and 8c were added to the agenda on 02-27-2026*
3. **Announcements by the Chair**
4. **Recognitions, Proclamations and Presentations:**
 - 4a) **Recognitions:**
 - 1) **Flagler County E-911 Life Saving Awards** *(Presented by Christina Mortimer, Emergency Communications Director)*
 - 4b) **Proclamations:**
 - 1) [Flagler Reads Together Month – March 2026](#) *(Requested by Holly Albanese, Library Director)*
 - 2) [Procurement Month – March 2026](#) *(Requested by E. John Brower, Financial Services Director and Robert Rounds, Purchasing Manager)*
 - 3) [Government Finance Professionals Week – March 16-20, 2026](#) *(Requested by E. John Brower, Financial Services Director)*
 - 4c) **Presentations (3-5 Minutes):**
 - 1) [Financial Services Department Overview](#) *(Presented by E. John Brower, Financial Services Director)*
 - 2) [ElderSource Presentation](#) *(Presented by Linda Levin, ElderSource CEO)*
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 - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of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 January 23, 2026](#)
 - 2) [Disbursement Report for Week Ending January 30, 2026](#)
 - 3) [Disbursement Report for Week Ending February 6, 2026](#)

- 4) [Disbursement Report for Week Ending February 13, 2026](#)
- 6b) **Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:
- 1) [January 12, 2026 Workshop](#)
 - 2) [January 12, 2026 Regular Meeting](#)
 - 3) [January 28, 2026 Workshop](#)
 - 4) [January 28, 2026 Special Meeting](#)
 - 5) [January 29, 2026 Joint 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) **Ratification of Flagler County Declaration of State of Local Emergency and Implementing an Emergency Administrative Order related to Forest and Brush Fires:** Request the Board ratify the Declaration of State of Local Emergency and Implementing an Emergency Administrative Orders related to Forest and Brush Fires. *(Requested by Jonathan Lord, Emergency Management Director)*
- 7-c) **Consideration of a Tourist Development Council Appointment:** Request the Board approve the appointment of Mr. Joe Daskocil to the Tourist Development Council in the category of "Owners or Operators Subject to Tourist Development Tax" for a four-year term from 03/02/2026 thru 03/22/2030. *(Requested by Amy Lukasik, Tourism Director)*
- 7-d) **Renaming of an Existing Certificate of Public Convenience and Necessity (COPCN) Holder from All Care Medical Transport, LLC to R&E Medical Transport, LLC dba AllCare Medical Transport:** Request the Board approve issuance of a Certificate of Public Convenience and Necessity (COPCN) for R&E Medical Transport, LLC dba AllCare Medical Transport to remain in alignment with the previously issued COPCN for All Care Medical Transport, LLC. *(Requested by Chief Michael Tucker, Fire Rescue)*
- 7-e) **Renewal of Current Certificate of Public Convenience and Necessity (COPCN) for AmeriPro EMS of Florida, LLC:** Request the Board approve the renewal of the Certificate of Public Convenience and Necessity (COPCN) for AmeriPro EMS of Florida, LLC from December 1, 2025 to November 30, 2027 with the condition that the organization is under a six-month probationary period from the date of this meeting and is required to submit all requested quarterly reports in a timely manner moving forward. *(Requested by Chief Michael Tucker, Fire Rescue)*
- 7-f) **Consideration of Award for Request for Proposals 26-RFP-004, E-Rate Internet Services with Charter Communications Operating, LLC in the Amount of \$9,108.00:** Request the Board approve the award for Request for Proposals 26-RFP-004, E-Rate Internet Services with Charter Communications Operating, LLC in the amount of \$9,108.00 for a term of three (3) years, authorize the Chair to execute all necessary documents associated with accepting and implementing said agreement, including any amendments approved as to form by the County Attorney. *(Requested by Jessica Martin, Purchasing and Holly Albanese, Library Director)*
- 7-g) **Consideration to Amend the Fiscal Year 2025-2026 Budget to Recognize Revenue from the American Rescue Plan Act (ARPA), for the City of Palm Coast in the amount**

of **\$8,377.00**: Request the Board approve the Unanticipated Revenue Resolution. *(Requested by E. John Brower, Financial Services Director)*

7-h) Consideration of Budget Transfer from the Capital Improvement Revenue Note, Series 2020 Debt Service Fund 1215 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 of the Final Ranking and Award for Request for Proposals #26-RFP-003 for Tourism Website Design, Development, & Maintenance with Tempest Interactive Media, LLC: Request the Board to approve the award for Request for Proposals #26-RFP-003 for Tourism Website Design, Development, & Maintenance with Tempest Interactive Media, LLC, authorize the Chair to execute the Master Services Agreement with Tempest, and authorize the County Administrator to execute any ancillary documents necessary to implement the agreement. *(Requested by Robert Rounds, Procurement & Contract Services Manager and Amy Lukasik, Tourism Development Director)*

7-j) Consideration of Two (2) Underground Easement (Business) Agreements between Flagler County and Florida Power & Light Company, at the Flagler Executive Airport: Request the Board approve Two (2) Underground Easement (Business) Agreements between Flagler County and Florida Power & Light Company, at the Flagler Executive Airport. *(Requested by Roy Sieger, Airport Director)*

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

8-a) Consideration of a Ground Lease Agreement between Flagler County and Upstate Companies II, LLC for a parcel of land located on the Flagler Executive Airport: Request the Board approve the Ground Lease Agreement between Flagler County and Upstate Companies II, LLC for a parcel of land located at Flagler Executive Airport. *(Requested by Roy Sieger, Airport Director)*

8-b) Consideration of an Employment Separation Agreement for the County Administrator: Request the Board Approve the Employee Separation Agreement with the County Administrator. *(Requested by Heidi Petito, County Administration)* **Added 02-27-2026**

8-c) Consideration of a Tri-Party Agreement for Creation of a Mural on a County Facility: Request the Board Approve the Tri-Party Agreement between the County, FCHS and Brook Page (Artist) for creation of a mural on a county facility. *(Requested by Heidi Petito, County Administration)* **Added 02-27-2026**

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: March 2, 2026

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 – February 16, 2026
2. Proclamation Declaring a Local State of Emergency – February 23, 2026
3. Proclamation Declaring a Local State of Emergency – March 2, 2026

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

SUBJECT: Ratification of Flagler County Declaration of State of Local Emergency and Implementing an Emergency Administrative Order related to Forest and Brush Fires

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: Flagler County has been under a declared State of Local Emergency, due to extremely dry conditions posing a risk of forest and brush fires, since February 6, 2026.

The extremely dry conditions that have persistent through much of the winter have resulted in much of our county experiencing extreme drought conditions, with the rest of the county experiencing severe drought conditions. These drought conditions expose our community to a severe risk of wildfires that threaten the health, safety, and property of our residents and visitors.

While this “burn ban” limits a variety of activities that would further increase our risk of wildfires; it is important to note that the County does not have the authority to restrict the State of Florida issuing open burn authorizations through its Forest Service or Department of Environmental Protection.

FUNDING INFORMATION: Funding of any related responses would come from existing departmental funds or emergency reserves.

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

RECOMMENDATION: Request the Board ratify the Declaration of State of Local Emergency and Implementing an Emergency Administrative Orders related to Forest and Brush Fires.

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

1. Declaration of State of Local Emergency and Implementing Order – February 06, 2026
2. Declaration of State of Local Emergency and Implementing Order – February 13, 2026
3. Declaration of State of Local Emergency and Implementing Order – February 20, 2026
4. Declaration of State of Local Emergency and Implementing Order – February 27, 2026

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

SUBJECT: Consideration of a Tourist Development Council Appointment.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: The Commission has received an application from Mr. Joe Duskocil. The applicant is a Flagler County resident and registered voter and would fill the seat of an owner or operator subject to the tourist development tax. Mr. Duskocil is a sales executive representing Distinctive Beach Rentals, a property management company for vacation rentals.

Function: To recommend to the Board expenditures of tourist development tax revenues and to generally review and make recommendations on other aspects of tourism in the County.

Membership: Consists of 9 members - the Board of County Commission, 2 elected municipal officials (1 from the most populous municipality in the County), 3 owners or operators of business subject to tourist development tax, and 3 involved in tourist industry.

Appointment Terms: Four-year terms

Meeting Information: Quarterly – Oct, Jan, Apr and July at 9:00 a.m.
Government Services Complex, Building 2, Board Chambers

Staff Liaison: Amy Lukasik, Tourism Director (386) 313-4230

Appt Term	Member
12/2026	Board of County Commission Chair/Designee Commissioner Andy Dance
05/15/2026 12/2026	(2) Elected Municipal Officials Commissioner Eric Cooley, City of Flagler Beach Council Member Theresa Pontieri, City of Palm Coast, District 2
04/17/2023 – 04/17/2027 03/04/2024 – 03/04/2028	(3) Owners or Operators Subject to Tourist Development Tax Stephen Baker, Hammock Beach Resort Lisa Robinson, Hampton Inn and Suites
05/15/2023 – 05/15/2027 03/04/2024 – 03/04/2028 01/12/2026 – 01/12/2030	(3) Involved in the Tourist Industry Only John Lulgjuraj, Oceanside Beach, Bar and Grill Pamela Walker, Walker Adventures Felicia Robinson Cook, Marineland Leisure, Inc.

Vacancies are advertised on the County’s website, www.FlaglerCounty.gov.

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

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Amy Lukasik, Tourism Director (386) 313-4230

RECOMMENDATION: Request the Board approve the appointment of Mr. Joe Duskocil to the Tourist Development Council in the category of “Owners or Operators Subject to Tourist Development Tax” for a four-year term from 03/02/2026 thru 03/22/2030.

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

1. Application – Joe Duskocil.

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

SUBJECT: Renaming of an Existing Certificate of Public Convenience and Necessity (COPCN) Holder from All Care Medical Transport, LLC to R&E Medical Transport, LLC d/b/a AllCare Medical Transport

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: As part of Florida Statutes Chapter 401 and Administrative Rule 64-J-2.032, the Board of County Commissioners must issue a Certificate of Public Convenience and Necessity (COPCN) for every agency that provides pre-hospital emergency medical service. All Care Medical Transport, LLC will provide emergency and non-emergency transport services to Advent Health Palm Coast in order to facilitate inter-facility transport between medical facilities under the authorizations provided in the COPCN approved by this Board.

Recently, All Care Medical Transport was sold to a new owner. As a result, the current COPCN must be reissued to new ownership. The previous COPCN issued to All Care Medical Transport, LLC, however, the new company is legally established under the laws of Florida as R&E Medical Transport, LLC. As a result, the existing COPCN must be changed to reflect as being issued to R&E Medical Transport, LLC d/b/a AllCare Medical Transport. The previous COPCN was for the period of August 18, 2025, to November 30, 2027. The re-issued COPCN will remain in alignment with that same period.

STRATEGIC PLAN:

Focus Area: Public Health and Safety

- Goal 3 – Improve Public Safety Response and Service Delivery
 - Objectives 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: N/A

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

RECOMMENDATIONS: Request the Board approve issuance of a Certificate of Public Convenience and Necessity (COPCN) for R&E Medical Transport, LLC d/b/a AllCare Medical Transport to remain in alignment with the previously issued COPCN for All Care Medical Transport, LLC.

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

1. COPCN for All Care Medical Transport, LLC

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

SUBJECT: Renewal of Current Certificate of Public Convenience and Necessity (COPCN) for AmeriPro EMS of Florida, LLC.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: As part of Florida Statutes Chapter 401 and Administrative Rule 64-J-2.032, the Board of County Commissioners must issue a Certificate of Public Convenience and Necessity (COPCN) for every agency that provides pre-hospital emergency medical service. AmeriPro EMS of Florida, LLC will provide Emergency and Non-Emergency transport services to Advent Health Palm Coast in order to facilitate inter-facility transports between medical facilities under the authorizations provided in the COPCN approved by this Board. By law, the renewal is for two (2) years.

AmeriPro EMS of Florida, LLC has requested renewal of the current COPCN from December 1, 2025 to November 30, 2027. The renewal request was received by Flagler County Fire Rescue leadership in November of 2025. The renewal application for this COPCN was due for submission for renewal in August of 2025 to allow it to be reviewed by the Flagler County Emergency Medical Services Advisory Board (EMSAB) and a recommendation to be provided to the BOCC prior to expiration. At this time, the COPCN for AmeriPro is expired.

The EMSAB has reviewed the renewal application. During the review process it was noted that in addition to the significantly late submission of the renewal application, AmeriPro has been deficient in reporting nearly all of the requested quarterly reports as to their activities within Flagler County. As a result, the EMSAB is recommending approval of the request for COPCN renewal with a condition that AmeriPro will be on probation for six months from the date of approval by the BOCC and required to submit quarterly reports moving forward.

Flagler County Fire Rescue (FCFR) has been serving the residents of Flagler County since the late 1970's with pre-hospital emergency medical care and transport. During that time, FCFR provided interfacility transfer services to Advent Health as part of an informal agreement. Where transfers used to be close, many of today's transfers are up to 90 miles from Flagler County and can take up to 5 hours to perform. These types of transports removed an emergency response unit (out of service) for long periods of time. Calls for pre-hospital emergency medical care and transport within Flagler County, along with calls for transfer service from Advent Health, had increased to a point that required the County refocus on its core service of providing pre-hospital emergency medical care and transport. The COPCN for AmeriPro EMS of Florida, LLC to provide inter-facility transport between medical facilities helps to keep FCFR emergency units in the County and reduce mileage placed on the units.

STRATEGIC PLAN:

- **Focus Area: Public Health and Safety**
 - Goal 3 – Improve Public Safety Response and Service Delivery
 - Objectives 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: N/A

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

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

RECOMMENDATIONS: Request the Board approve the renewal of the Certificate of Public Convenience and Necessity (COPCN) for AmeriPro EMS of Florida, LLC from December 1, 2025 to November 30, 2027 with the condition that the organization is under a six-month probationary period from the date of this meeting and is required to submit all requested quarterly reports in a timely manner moving forward.

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

1. COPCN for AmeriPro EMS of Florida, LLC

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

SUBJECT: Consideration of Award for Request for Proposals 26-RFP-004, E-Rate Internet Services with Charter Communications Operating, LLC in the Amount of \$9,108.00.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: A Request for Proposals (RFP) was posted on December 16, 2025 in OpenGov and in the E-Rate portal using Form 470. 26-RFP-004 requested proposals from qualified firms under the E-Rate category of Telecommunications and Internet Access for a multi-year award for both the main library and Bunnell Library @ Nexus. 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 discounts to assist most schools and libraries in the United States (and U.S. territories) to obtain affordable telecommunications and Internet access.

On January 16, 2026, the County received two (2) responses as detailed on the attached tabulation sheet. The evaluation committee reviewed the proposals, and staff recommend entering into agreement with the top-ranked firm, Charter Communications Operating LLC. The County and Charter Communications Operating, LLC will enter into an agreement for a period of three (3) years commencing July 1, 2026.

The Palm Coast Library will have a bandwidth of 1Gbps synchronous and the Bunnell Library @ Nexus will have 10Gbps. Without the E-Rate discount, the cost would be \$30,360.00 annually (\$91,080.00 for three (3) years). With the E-Rate discount of 90%, the County will recognize savings of \$27,324.00 per year or \$81,972.00 for the term of the agreement. Actual costs for both libraries total \$3,036.00 annually or \$9,108.00 for the three (3) year term.

To qualify and guarantee E-Rate funding, a fully executed agreement must be submitted with FCC Form 471. The County is required to file the FCC Form 471 with USAC (Universal Service Administrative Company) on or before April 1, 2026, at 11:59 p.m. EDT, the date that the filing window closes.

STATEGIC PLAN:

Goal 3 – Provide an Excellent Customer Experience

Objective EG 3.1: Create and implement best practices for customer interaction within all county departments/divisions.

FUNDING INFORMATION: Funding is included in the Adopted FY25-26 Budget within the Library and Bunnell Library divisions.

DEPARTMENT CONTACT: Jessica Martin, Purchasing (386) 313-4063 and
Holly Albanese, Library Director (386) 313-4078

RECOMMENDATIONS: Request the Board approve the award for Request for Proposals 26-RFP-004, E-Rate Internet Services with Charter Communications Operating, LLC in the amount of \$9,108.00 for a term of three (3) years, authorize the Chair to execute all necessary documents associated with accepting and implementing said agreement, including any amendments approved as to form by the County Attorney.

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

1. Proposal Tabulation
2. Evaluation Meeting Committee Ranking
3. Service Order Agreement

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

SUBJECT: Consideration to Amend the Fiscal Year 2025-2026 Budget to Recognize Revenue from the American Rescue Plan Act (ARPA), for the City of Palm Coast in the amount of \$8,377.00.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: On February 7, 2022, the City of Palm Coast (COPC) and Flagler County entered an Interlocal Agreement (ILA) to complete a Malacompra/Bings Sewer Project with ARPA funding.

In Fiscal Year 2025, the COPC submitted a final reimbursement that included an invoice in the amount of \$8,377.00. The COPC determined that the invoice was incorrectly added to the reimbursement request. This amount needs to be added back into the FY26 budget, as it is still eligible to be used for reimbursement.

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.

FUNDING INFORMATION: Funding in the amount of \$8,377.00 will be appropriated in the Cares Act Relief Fund (Fund 1184) upon approval of the Unanticipated Revenue Resolution.

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

RECOMMENDATIONS: Request the Board approve the Unanticipated Revenue Resolution.

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

1. Unanticipated Revenue Resolution

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

SUBJECT: Consideration of Budget Transfer from the Capital Improvement Revenue Note, Series 2020 Debt Service, Fund 1215 Reserves for the Fiscal Year's Associated Debt Costs.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: Staff is requesting Board approval to transfer \$42,760 from the Capital Improvement Revenue Note, Series 2020 reserve funds to cover required compliance costs associated with this financing. These costs include (1) payment to PFM Asset Management for completion of the federally mandated arbitrage compliance analysis for the period of December 18, 2020, through December 18, 2025, and (2) payment to the U.S. Department of the Treasury, Internal Revenue Service for the County's accrued yield-restriction liability identified through that analysis.

This action ensures that Flagler County remains in full compliance with IRS regulations governing tax-exempt debt. The transfer does not impact the General Fund, as the expenses are appropriately charged to the 2020 Note's reserve structure. Approval of this item supports responsible financial stewardship and preserves the tax-exempt status of the County's outstanding debt.

STRATEGIC PLAN:

Focus Area: Effective Government

- Goal 1- Maintain Financial Stability

FUNDING INFORMATION: Funding in the amount of \$42,760 will be appropriated upon approval of the Budget Transfer from Fund 1215 Reserves.

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

RECOMMENDATION: Request the Board approve the Budget Transfer.

ATTACHMENTS: [Click this link to view the attachments listed below.](#)

1. Budget Transfer

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

SUBJECT: Consideration of the Final Ranking and Award for Request for Proposals #26-RFP-003 for Tourism Website Design, Development, & Maintenance with Tempest Interactive Media, LLC.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: A Request for Proposal (RFP) was posted on OpenGov eProcurement portal on December 22, 2025 for RFP #26-RFP-003 from qualified firms for Tourism Website Design, Development, & Maintenance that will promote Palm Coast and the Flagler Beaches (www.visitflagler.com) as a destination for travel in both domestic and international travel.

Sixteen (16) responses were received on January 21, 2026, with one response deemed nonresponsive for failure to submit any of the required documents. The contract with the current vendor has been in place since June 2018 and the full launch of the new website is estimated to be December 1, 2026.

It is the intent of the County to enter into contract for design, and other services for an initial three (3) year term with the option for two (2) one (1) year renewals.

STRATEGIC PLAN:

Focus: Economic Vitality

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

DEPARTMENT CONTACT: Robert Rounds, Procurement & Contract Svcs. Mgr., 313-4097
Amy Lukasik, Tourism Development Director, 313-4226

FUNDING INFORMATION: Funds are available for the initial 50% deposit of \$70,512.50 within the Adopted FY26 Tourist Development Operating Fund 1110 budget. All future annual costs as depicted in the final negotiated fee schedule will be appropriated in future Fund 1110 adopted budgets.

RECOMMENDATIONS: Request the Board to approve the award for Request for Proposals #26-RFP-003 for Tourism Website Design, Development, & Maintenance with Tempest Interactive Media, LLC, authorize the Chair to execute the Master Services Agreement with Tempest, and authorize the County Administrator to execute any ancillary documents necessary to implement the agreement.

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

1. Contract
2. Consensus Score Card

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

SUBJECT: Consideration of Two (2) Underground Easement (Business) Agreements between Flagler County and Florida Power & Light Company, at the Flagler Executive Airport.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: Staff are seeking approval of two (2) Underground Easement (Business) Agreements with the Florida Power & Light Company. These non-exclusive easements are required by FP&L for the construction, operation and maintenance of underground electric utility facilities required for the new General Aviation Terminal facility at the Flagler Executive Airport.

To facilitate this electrical run, FP&L requires two easements as the new underground electric utility facilities will cross through different parcels, both located on airport property.

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: N/A

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

RECOMMENDATION: Request the Board approves Two (2) Underground Easement (Business) Agreements between Flagler County and Florida Power & Light Company, at the Flagler Executive Airport.

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

1. Proposed Underground Easement (Business) Agreements with Exhibits

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

SUBJECT: Consideration of a Ground Lease Agreement between Flagler County and Upstate Companies II, LLC for a Parcel of Land Located on the Flagler Executive Airport.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: The owner of Upstate Companies II, LLC desires to lease a parcel of land at the Flagler Executive Airport to construct a facility consisting approximately of a 51,750 SF 4-unit metal hangar building (112.5' X 115' single unit), 13,500 SF office space (3,375 SF single unit), associated apron, taxiway connectors, driveway, parking lot, and site improvements. The owner of this facility plans to use one of the hangars for his company and the other three will be leased out and will have the ability to be utilized for operations associated with a Maintenance Repair Overhaul (MRO) facility and a Fixed Based Operator (FBO), i.e. aircraft maintenance, storage of aircraft, sale of aircraft and parts, flight training and related services. This facility is anticipated to cost over \$4 million dollars, which will be solely at the expense of Upstate Companies II.

The Ground Lease Agreement for the Board's consideration is for a term of thirty (30) years with two additional ten (10) year terms. The monthly lease payment for this parcel of land is \$1,089.00 per acre or a portion thereof. This project will encompass approximately 3.5 acres. Once project is completed a final survey will be conducted. The monthly land lease rate will be adjusted annually in October at a rate of 3%. The Lessee has 24 months to complete the design and construction of the hangar facility from the date of execution of the Ground Lease Agreement. The monthly lease payment will be held in abeyance until a Certificate of Occupancy is received from the Flagler County Building Department.

Upstate Companies is a premier commercial and residential construction enterprise that has been delivering top-notch, sustainable, and high-performance construction services for over 15 years. Upstate Companies offer fully integrated service solutions, making them a one-stop shop for organizations, agencies, businesses, and residences throughout New York State and Florida. Their multi-disciplined team of professionals is equipped to handle the design, contracting, and supervision of construction projects in both the public and private sectors. For more information about Upstate Companies and their impressive portfolio, please visit their website at <https://www.upstate-cos.com>.

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: Upstate Companies II, LLC have 24 months to complete the hangar facility. The monthly lease payment will be accounted for during the FY2026-2027 budget process.

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

RECOMMENDATIONS: Request the Board approve the Ground Lease Agreement between Flagler County and Upstate Companies II, LLC for a parcel of land located at Flagler Executive Airport.

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

1. Proposed Ground Lease Agreement with associated exhibits.

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

Item Added 02/27/2026

SUBJECT: Consideration of an Employment Separation Agreement for the County Administrator.

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: This Employee Separation Agreement formalizes the terms of the County Administrator's voluntary departure from service. Recent indications from a majority of the Board that a change in leadership direction is desired have contributed to organizational uncertainty, including the resignation of the Deputy County Administrator and the lateral transfer of the Executive Assistant to the Fire Department.

The Agreement establishes a defined transition period through completion of the FY27 Tentative Budget; clarifies severance eligibility under the existing Employment Agreement; confirms payment of accrued leave; and provides for tuition reimbursement and an adjustment to the Administrator's FRS contribution. It also affirms continued liability coverage for actions taken in the course of official duties. The purpose of this Agreement is to ensure a clear, orderly, and stable transition for the Board and the organization.

STRATEGIC PLAN: Focus Area: Effective Government

FUNDING INFORMATION: Funding related to this action is included within the FY26 County Administration Budget.

DEPARTMENT CONTACT: Heidi Petito, County Administration (386) 313-4001

RECOMMENDATIONS: Request the Board Approve the Employee Separation Agreement with the County Administrator.

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

1. Separation Agreement

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

Item Added 02/27/2026

SUBJECT: Consideration of a Tri-Party Agreement for Creation of a Mural on a County Facility

DATE OF MEETING: March 2, 2026

OVERVIEW/SUMMARY: The tri-party agreement between Flagler County, the Flagler County Historical Society (FCHS) and Brooke Page (the Artist), is established to facilitate the design and installation of a mural titled "Welcome to Bunnell – Crossroads of Flagler" on the exterior of a county facility ,currently being utilized by SMA Healthcare's Access Center, located at 103 East Moody Boulevard, Bunnell, Florida. This agreement becomes effective on the signing date and remains in effect until the final payment is made by FCHS. The Artist is tasked with providing all necessary labor, materials, and equipment to complete the project, ensuring that the mural's materials can endure Florida's climate conditions.

FCHS agrees to provide necessary information and support, while the County will grant access to the building, prepare the wall for the mural, and secure the necessary permits. The Artist is classified as an independent contractor, not an employee of the County, and is required to maintain appropriate insurance coverage, with the option for the County to be named as an additional insured party. Additionally, FCHS must obtain liability insurance for the duration of the project and agrees to indemnify the County against any claims related to the mural installation. This agreement outlines the rights, responsibilities, and protections for all parties involved, ensuring a clear understanding of the project's execution.

STRATEGIC PLAN:

- Focus Area: Growth & Infrastructure
 - Goal: Preserve and Enhance Cultural, Recreational and Leisure Activities

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Heidi Petito, County Administration (386) 313-4001

RECOMMENDATIONS: Request the Board Approve the Tri-Party Agreement between the County, FCHS and Brook Page (Artist) for creation of a mural on a county facility.

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

1. Agreement