



Flagler County Board of County Commissioners Meeting Agenda

September 15 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

1. **Pledge to the Flag and Moment of Silence**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Chair**
4. **Recognitions, Proclamations and Presentations:**
 - 4a) **Recognitions:** None
 - 4b) **Proclamations:**
 - 1) [Breast Cancer Awareness Month – October 2024](#) (Requested by John Subers, AdventHealth Foundation Director)
 - 2) [Constitution Week – September 17-23, 2025](#) (Requested by Christina Aderholdt, Regent Old Kings Highway Chapter)
 - 3) [National Service Dog Month – September 2025](#) (Requested by Commissioner Pam Richardson)
 - 4) [POW/MIA Recognition Day](#) (Requested by David Lydon, Veterans Services Officer)
**This item was updated on September 10, 2025*
 - 4c) **Presentations:** None
5. **Community and Board Comments:**
 - 5a) **Community Outreach:** *This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*
 - 5b) **Board Comments on Consent Items**
6. **Consent: Constitutional Officers:**
 - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of Section 136.06, Florida Statute as listed below:
 - 1) [Revenue Collected for July 2025](#)
 - 2) [Disbursement Report for Week Ending August 22, 2025](#)
 - 6b) **Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:
 - 1) [August 6, 2025 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:** Ratification of Flagler County Emergency Proclamations Extending the State of Local Emergency Due to Severe Coastal Erosion and Vulnerability. *(Requested by Jonathan Lord, Emergency Management Director)*
- 7-b) Resolution Ordering the Extension of 2025 County Tax Rolls as Provided by Section 197.323, Florida Statutes:** Request the Board approve the Resolution extending the tax roll and authorizes the Tax Collector and the Property Appraiser to take all the steps necessary to send the tax bills out in a timely manner. *(Requested by Shelly Edmonson, Flagler County Tax Collector and Sean Moylan, Deputy County Attorney)*
- 7-c) Affordable Housing Advisory Committee Appointment:** Request the Board approve the reappointment of Ms. Valerie Clymer to the Affordable Housing Advisory Committee for a three-year term from September 20, 2025, to September 20, 2028. *(Requested by Devrie Paradowski, Housing Program Manager)*
- 7-d) Consideration to Approve Updates to the County's Procurement Manual:** Request the Board approve the changes to the Procurement Manual. *(Requested by Robert Rounds, Procurement & Contract Services Manager)*
- 7-e) First Amendment to School Facility Planning Interlocal Agreement:** Approve, and authorize the Chair to execute, the First Amendment to School Facility Planning Interlocal Agreement. *(Requested by Adam Mengel, Growth Management Director and Sean Moylan, Deputy County Attorney)*
- 7-f) Consideration of a modification to the contract awarding Request for Proposals (RFP) 25-RFP-064 Disaster Recovery Consulting Services:** Request the Board approve executing the amended 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 to Transfer Funds from Environmentally Sensitive Lands Fund 1119 Reserves to Fund 1119 Capital:** Request the Board approve the Budget Transfer. *(Requested by Erick Revuelta, Public Lands and Nature Resources Manager)*
- 7-h) Resolution in Support of Application to the Fiscal Year 2026 – 2027 Florida Department of Environmental Protection Beach Management Funding Assistance Program for Implementation of Flagler County's Beach and Dune Restoration Project - Reach II:** Request the Board approve and authorize the Chair to execute the Resolution of Support approved as to form by the County Attorney and approved by the County Administrator for the Local Government Funding Request submitted to the Florida Department of Environmental Protection for the Beach Management Funding Assistance Program. *(Requested by Hamid Tabassian, County Engineer and Ansley Wren-Key, Coastal Engineering Administrator)*
- 7-i) Consideration of Award and Approval of Phased Design-Build (PDB) Contract Agreement between Flagler County and The Collage Companies under Request for Proposals (RFP) 25-020P for the Flagler County Eco-Discovery Center Project:** Request the Board to Award the Phased Design-Build Contract to The Collage Companies and Approve and authorize the Chair to execute the Phased Design-Build Contract Agreement between Flagler County and The Collage Companies to provide the Contract Agreement design and construction services for the Flagler County Eco-Discovery Center

Project under the RFP 25-020P, and authorize County Administrator approval to execute Project Phase I Task Work Orders for Design and Preconstruction Services with a budget of \$1,100,000, and any project related documents required for the Design and Preconstruction services within the project overall budget of \$10,362,000, approve the budget transfers, and amend the CIP. *(Requested by Hamid Tabassian, County Engineer and Robert Rounds, Procurement Manager)*

- 7-j) Consideration of a Resolution and an FDOT Public Transportation Grant Agreement (PTGA) in the Amount of \$4,940 to Assist with Funding to Design Taxilanes to T-Hangars Reconstruction for the Flagler Executive Airport:** Request the Board approve the Resolution and FDOT PTGA authorizing the Chairman to execute the agreement as approved to form by the County Attorney and approve the Unanticipated Revenue Resolution. *(Requested by Roy Sieger, Airport Director)*
- 7-k) Consideration of Work Authorization No. WA-3 which establishes the Scope of Services and Compensation for AVCON, Inc. under Flagler County Contract RSQ 25-002Q to Design the Taxilanes to T-Hangars Reconstructon at the Flagler Executive Airport in the Amount of \$120,000:** Request the Board approve Work Authorization No. WA-3 under Flagler County Contract RSQ 25-002Q for AVCON, Inc., authorizing the Chair to execute the agreement. *(Requested by Roy Sieger, Airport Director)*
- 7-l) Consideration of Piggyback Agreement 25-PB-075 with Johnson Controls Fire Protection LP for Facility Security Systems, Equipment, and Software:** Request the Board approve the piggyback agreement with Johnson Controls Fire Protection LP. *(Requested by Robert Rounds, Purchasing Manager)*
- 7-m) Contract with the State of Florida Department of Health for Operation of the Flagler County Health Department for Year 2025-2026 in the Amount of \$222,286.00:** Request the Board approve the contract between the Flagler County Board of County Commissioners and the State of Florida Department of Health for operation of the Flagler County Health Department for the 2025-2026 contract year. *(Requested by Stephen Civitelli, Health Department Administrator)*
- 7-n) Consideration of FY 2026 State Aid to Libraries Grant Agreement, Certification of Hours, Free Library Service and Access to Materials:** Request the Board approve the FY 2026 State Aid to Libraries Grant Agreement; Certification of Hours, Free Library Service and Access to Materials and authorize the Chair or County Administrator as applicable to sign any documents necessary to execute this grant. *(Requested by Holly W. Albanese, Library Director)*
- 7-o) Approval to Write-Off Uncollectible Accounts Receivable for Ambulance Billing in the General Fund totaling \$10,258,142.01:** Request the Board approves the write-off of uncollectible accounts receivable in the amount of \$10,258,142.01. *(Requested by E. John Brower, Financial Services)*
- 7-p) Consideration of Flagler County Professional Firefighters Association Inc. Union Contract:** Request the Board approve the contract between the Flagler County Professional Firefighters Association Inc. and the Board of County Commissioners. *(Requested by Charlie Picano, Human Resources Director)*
- 7-q) Interlocal Agreements between Flagler County and Cities of Palm Coast, Flagler Beach, and Bunnell for Software Maintenance Agreements of the Computer Aided Dispatch System:** Request the Board approve and authorize the Chair to execute the Interlocal Agreements with the Cities of Palm Coast, Flagler Beach, and Bunnell related to

software maintenance of the CAD System. (Requested by Matt Rivera, Chief Information Officer) **This item was updated on September 5, 2025*

7-r) Public Emergency Medical Transportation Funding Letter of Agreement between Flagler County and the State of Florida's Agency for Health Care Administration (ACHA): Request the Board authorize execution of the Letter of Agreement between Flagler County and the State of Florida's Agency for Health Care Administration (AHCA). **This item was updated on September 12, 2025*

7-s) Consideration of Amendment to Letter of Agreement with Florida's Agency for Health Care Administration (AHCA): Authorize execution of the amendment to the Letter of Agreement with AHCA originally executed on September 16, 2024. **This item was updated on September 12, 2025*

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

8-a) Adoption of a Resolution to Vacate a Portion of the Plat of Map of Favoretta Subdivision in the MH-1 (Rural Mobile Home) and R-1 (Rural Residential) Zoning Districts – Owners/Petitioners: Nathaniel Seth Hecht and Pebbles Kiairch Hecht: Options for the Board: Approve; Deny; or Continue. (Requested by Adam Mengel, Growth Management Director)

8-b) Consideration of Agreement with the Flagler County Humane Society for Animal Control Services, Animal Shelter Services, and Spay and Neuter Programs: Approve the New Annual Agreement with the Flagler County Humane Society for Animal Control and Animal Shelter Services. (Requested by Heidi Petito, County Administrator and Sean Moylan, Deputy County Attorney)

9. Public Hearings: None

10. Additional Reports and Comments:

10-a) County Administrator Report/Comments

10-b) County Attorney Report/Comments

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

10-d) Commission Reports/Comments/Action

11. Adjournment

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

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

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

DATE OF MEETING: September 15, 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 – September 8, 2025
2. Proclamation Declaring a Local State of Emergency – September 15, 2025

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

SUBJECT: Resolution Ordering the Extension of 2025 County Tax Rolls as Provided by Section 197.323, Florida Statutes.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Section 197.323, Florida Statutes, permits the County Commission, upon request by the Tax Collector and by majority vote, to order the tax rolls to be extended prior to completion of Value Adjustment Board hearings. In the present case, the Tax Collector has made such a request. By voting to extend the tax roll, the Property Appraiser and Tax Collector will be able to proceed to mail out the tax notices in a timely manner. The same step has been taken in Flagler County each year since 2006.

FUNDING INFORMATION: None

DEPARTMENT CONTACT: Shelly Edmonson, Flagler County Tax Collector
Sean Moylan, Deputy County Attorney

RECOMMENDATIONS: Request the Board approve the Resolution extending the tax roll and authorizes the Tax Collector and the Property Appraiser to take all the steps necessary to send the tax bills out in a timely manner.

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

1. Request from Tax Collector Shelly Edmonson
2. Resolution
3. Florida Statutes Section 197.323

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

SUBJECT: Affordable Housing Advisory Committee Appointment.

DATE OF MEETING: September 15, 2025

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

Function: To make recommendations to the BOCC regarding specific initiatives to encourage or facilitate affordable housing in Flagler County. Now acting as the local affordable housing advisory committee pursuant to Section [420.9076](#), Florida Statutes, Section 16-77 of the Flagler County Code and the State Housing Initiatives Partnership (SHIP) Procedures Manual.

Membership: Must name at least 8 but not more than 11 committee members and specify their terms. The committee must consist of one representative from at least 6 of the categories as outlined in Florida Statutes [420.9076](#).

Appointment Terms: 3-year staggered terms

Meeting Date/Time: Meets Monthly

Staff Liaison: Devrie Paradowski, Housing Program Manager

Term Members

| | |
|-------------------------|--|
| 09/20/2022 – 09/20/2025 | Valerie Clymer (<i>Initial Term</i>) |
| 12/18/2023 – 12/18/2026 | Nicole Graves (<i>Initial Term</i>) |
| 03/04/2024 – 03/04/2027 | Trish Giaccone (<i>Appt 02/03/2020</i>) |
| 09/17/2024 – 09/17/2027 | Terrie Baker (<i>Initial Term</i>) |
| 10/02/2024 – 10/02/2027 | Sandra Shank (<i>Appt 10/02/2017</i>) |
| 05/20/2025 – 05/20/2028 | Carla Amaral (<i>Appt Initial Term</i>) |
| 05/20/2025 – 05/20/2028 | Adolphus Evans (<i>Appt Initial Term</i>) |
| 05/20/2025 – 05/20/2028 | Kelsie Lombard (<i>Appt Initial Term</i>) |
| 05/20/2025 – 05/20/2028 | Mindy Melendez (<i>Appt Initial Term</i>) |
| 12/02/2024 | Commissioner Kim Carney, Flagler County |
| 05/06/2025 | Council Member Charles Gambaro, City of Palm Coast |

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

DEPARTMENT CONTACT: Joe Hegedus, Health and Human Services Director (386) 586-2324

RECOMMENDATION: Request the Board approve the reappointment of Ms. Valerie Clymer to the Affordable Housing Advisory Committee for a three-year term from September 20, 2025, to September 20, 2028.

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

1. Reappointment Application – Ms. Valerie Clymer

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

SUBJECT: Consideration to Approve Updates to the County's Procurement Manual.

DATE OF MEETING: September 3, 2025

OVERVIEW/SUMMARY: It is well recognized that Flagler County is quickly transitioning from a small to mid-sized county and the impact of this is widespread throughout our organization. This item continues the journey to update the County's Procurement Manual to accommodate this growth and the increased complexities that accompany that growth.

Staff have updated the Procurement Manual (Policy) to include the following:

- Table of contents update
- Section 1 Introduction
 - Updated Applicable Laws, Higher Authority Regulations or Rules
 - Updated Item 8 under Sunshine Law
- Section 2 Administration
 - Added language for typographical errors
 - Updated website
- Section 3 Office of Procurement and Contracts
 - Updated Procurement and Contract Services Manager Item 1.
 - Updated Item 2, 3, and 9 under Ethics.
 - Updated Clause for purchasing or contracting outside of the Manual.
- Section 4 General Purchasing Process
 - PO terms website updated under Term & Conditions
- Section 5 Authority
 - Under section 5 added working for County Administration approval for less than 10% of contract or PO amount without needing board approval.
- Section 6 Small Purchases
 - Changed Section 6 name to Procurement of Goods and Services,
 - Added Asset Purchases and Initiation of Request
- Section 7 Single or Sole Source Purchases
 - Removed Sole Source
 - Updated Single Source Policy to align with FS 287.057
- Section 9 Purchasing Card (P-Card)
 - Under Authority, Item 4, Established new P-Card limits.
- Section 10 E-Procurement
 - Updated amounts
- Section 13 Procurement of Goods and Services
 - Changed section name to Solicitation of Goods and Services
 - Added Evaluation Committee Conduct and Scoring Policy
 - Added in Selection Committee that the Office of Procurement and Contracts has final say of who is appointed to the Selection Committee.
- Section 15 Protest Procedure
 - Updated to correction Section 15.
- Section 16 Vendor Preference
 - Corrected Policy
- Section 21 Contract Administration
 - Add Task Order Procedures

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

- Section 22 Vendor Evaluation
 - Added Vendor Performance Tracking
- Section 25 Federal, State, and Other Grand Funds
 - Updated Conflict of Interest
 - Update threshold amounts
- Section 31 Asset Purchases and Surplus
 - Section 31 was created and added to Manual.
- Section 32 Definitions
- Added Asset, Request for Quotations, Task Order and Continuing Services Contracts.

STRATEGIC PLAN:

Focus Area: Growth and Infrastructure

- Goal – Build & Maintain Relationships to Support Effective & Efficient Government
 - Objective EG 2.2: Pursue policy, fiscal and legislative options to provide county leaders with the flexibility and tools needed to respond to the challenges associated with a growing community.

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Robert Rounds, Procurement & Contract Services Manager
386-313-4097

RECOMMENDATION: Request the Board approve the changes to the Procurement Manual.

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

1. Current Procurement Manual with track changes highlighting the mentioned updates.
2. Finalized Procurement Manual

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

SUBJECT: First Amendment to School Facility Planning Interlocal Agreement

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: In 2022, the County, the School District, and the Cities of Palm Coast, Flagler Beach, and Bunnell entered into an Interlocal Agreement for School Facility Planning, recorded in the Official Records of Flagler County, Book 2729, Page 1233 (the “ILA”). The ILA is required by Section 163.31777, Florida Statutes. Its purpose is to ensure adequate and properly sited school facilities are in place at the right time to accommodate the school age population.

Under the ILA, when student enrollment exceeds the level of service established by the interlocal agreement and included in the comprehensive plans of the local governments, new residential development projects in excess of ten dwelling units require payment to the School District of proportionate share mitigation. (Flagler schools are currently overcapacity at the middle and high school levels.) The amount of mitigation that must be paid is based on the number of student stations that must be constructed to accommodate the residential development project. In addition to the right to develop, payors of proportionate share mitigation obtain a dollar-for-dollar credit toward school impact fees. Those credits may be sold or transferred to builders or anyone else.

To determine the number of student stations that must be mitigated, a ratio is used, referred to as the “student generation rate” or “SGR”. An SGR is established for each of elementary, middle, and high school levels and is broken down further by single family, multi-family, and mobile home dwellings.

Under the ILA, a group of staff from the County, School District and municipalities, referred to as the “Working Group”, meets to review growth trends and to recommend updates to the ILA if necessary. Those reports and recommendations are then presented to a group of elected officials from each of the parties to the ILA, referred to as the “Oversight Committee”. The County’s current representatives on the Oversight Committee are Chair Dance and Commissioner Carney.

The ILA currently requires the School District to update the SGR annually. There is a cost to this as the School District engages a consultant to conduct a study of the most recent data to determine the SGR. This year the Working Group recommended to the Oversight Committee that the ILA be amended to allow the School District to update the SGR every two years rather than every year. This will save costs and, in the view of the Working Group, is frequent enough to accomplish the goals of the ILA. The Oversight Committee unanimously supported this recommendation. The Amendment presented with this agenda item will update the frequency by which the School District must update the SGR from every year to every two years.

STRATEGIC PLAN:

Effective Government

- Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government
 - Objective EG 2.3: Establish compatible policies, procedures, and other means to operate across county and municipal boundaries.

Growth and Infrastructure

- Goal 1- Provide Quality Fundamental Infrastructure and Assets

- Objective G1.2: Expand and improve infrastructure to support commercial/industrial and residential growth.

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Adam Mengel, Growth Management Director
Sean Moylan, Deputy County Attorney

RECOMMENDATION: Approve, and authorize the Chair to execute, the First Amendment to School Facility Planning Interlocal Agreement

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

1. First Amendment to School Facility Interlocal Agreement

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

SUBJECT: Consideration of a modification to the contract awarding Request for Proposals (RFP) 25-RFP-064 Disaster Recovery Consulting Services.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: At the July 14, 2025, Board of County Commissioners Meeting 25-RFP-064 Disaster Recovery Consulting Services was awarded to IEM International, Inc.

On July 1, 2025, Senate Bill 180 (SB-180) took effect which included a provision that: Each state or local government contract for goods or services related to emergency response for a natural emergency entered into, renewed, or amended on or after July 1, 2025, must include a provision that requires a vendor or service provider that breaches such contract during an emergency recovery period to pay a \$5,000 penalty and damages, which may be either actual and consequential damages or liquidated damages.

Additionally, on July 14, 2025, implementation guidance from the Florida Division of Emergency Management was provided.

As 25-RFP-064 Disaster Recovery Consulting Services meets SB-180's definition of a local government contract for services related to emergency response ..., the original contract language must be amended to include the penalty and damages provision.

By executing the amended contract with IEM International, Inc., pursuant to 25-RFP-064, Flagler County will be compliant with the applicable provision of SB-180, by the required deadline on January 1, 2026.

STRATEGIC PLAN:

Effective Government

- Goal 1 – Maintain Financial Stability

Public Health & Safety

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

FUNDING INFORMATION: No change in funding from the original staff report.

DEPARTMENT CONTACT:

Jonathan Lord, Emergency Management Director 386-313-4240

Robert Rounds, Procuring Manager 386-313-4097

RECOMMENDATION: Request the Board approve executing the amended 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**

SUBJECT: Consideration to Transfer Funds from Environmentally Sensitive Lands Fund 1119 Reserves to Fund 1119 Capital.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Staff is seeking approval to transfer \$136,852 from Fund 1119 Reserves to Fund 1119 Capital to cover incidental costs associated with Environmentally Sensitive Land acquisitions previously charged as potential properties purchased via State Appropriations including surveys, closing costs, title work, and appraisals. Upon approval of the budget transfer, an adjusting journal entry will be processed to properly account for these expenditures.

| FY25 | 3 Creeks / Pringle Forest | FY25 | Other Properties |
|-------------------|-------------------------------------|------------------|----------------------------------|
| \$ 3,000 | APPRAISALS - RAYDIENT LAND PUR | \$ 5,500 | APPRAISAL - FH PETERSON LAND PUR |
| \$ 4,400 | APPRAISAL - 2 PARCELS - RAYDIENT | \$ 6,000 | APPRAISAL - FH PETERSON LAND PUR |
| \$ 4,400 | APPRAISAL - 2 PARCELS - RAYDIENT | \$ 1,000 | APPRAISAL - PETERSON TRACT |
| \$ 1,300 | TITLE & CLOSING SERVICES - RAYDIENT | \$ 2,500 | APPRAISAL - STRICKLAND PROPERTY |
| \$ 30,000 | ALTA/NSPS SURVEY - RADIANT RANCH | \$ 6,000 | APPRAISAL - LASTINGER PROPERTY |
| \$ 30,000 | ALTA/NSPS SURVEY - RADIANT RANCH | \$ 5,800 | APPRAISAL - LASTINGER PROPERTY |
| \$ 32,752 | TITLE & CLOSING SERVICES - RAYDIENT | \$ 4,200 | SURVEY - MARLOW PROPERTY |
| \$ 105,852 | | \$ 31,000 | |

STRATEGIC PLAN:

Focus Area: Growth & Infrastructure

- Goal 2 - Protect and Manage Natural Resources

FUNDING INFORMATION: Funding in the amount of \$136,852 will be appropriated from Environmentally Sensitive Lands Program Fund 1119 reserves with approval of the Budget Transfer.

DEPARTMENT CONTACT: Erick Revuelta, Public Lands and Nature Resources Manager, (386) 313-4446

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 # 7h**

SUBJECT: Resolution in Support of Application to the Fiscal Year 2026 – 2027 Florida Department of Environmental Protection Beach Management Funding Assistance Program for Implementation of Flagler County’s Beach and Dune Restoration Project - Reach II.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: To meet the July 31, 2025, deadline, staff applied to the Florida Department of Environmental Protection (FDEP) for funding through the Local Government Funding Request (LGFR) Program. This is a competitive grant program that distributes funds authorized by the Florida Legislature to Local Governments for shore protection projects.

The application was developed with the goal of obtaining additional matching FDEP funds for the initial construction of the Reach II Beach Nourishment project. With the Board’s approval of the additional local funds for the Beach Management Program in FY26, \$4,569,650 in local funding can be used to obtain matching funds from FDEP for the upcoming FY26-27 LGFR application for the “Reach II project”. Due to gaps in public access within the project limits the state cost-sharing percentage has been calculated by FDEP to be 45%, resulting in state matching funds in the amount of \$3,697,650. Discussions are currently in progress with the FDEP to finalize the funding application and when complete it will be provided to the Board.

Staff is seeking approval of the required Resolution of Support for the FY 2026/2027 Local Government Funding Request. The FDEP program requires an adopted resolution be submitted as a portion of the County’s application prior to September 30, 2025.

STRATEGIC PLAN:

Focus Area: Effective Government

Goal – Maintain Financial Stability

Focus Area: Growth and Infrastructure

Goal – Protect and Manage Natural Resources

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Hamid Tabassian, County Engineer, 313-4046

Ansley Wren-Key, Coastal Engineering Administrator, 313-4112

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Resolution of Support approved as to form by the County Attorney and approved by the County Administrator for the Local Government Funding Request submitted to the Florida Department of Environmental Protection for the Beach Management Funding Assistance Program.

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

1. Resolution of Support

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

SUBJECT: Consideration of Award and Approval of Phased Design-Build (PDB) Contract Agreement between Flagler County and The Collage Companies under Request for Proposals (RFP) 25-020P for the Flagler County Eco-Discovery Center Project.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: A PDB Contract Agreement places the responsibility for design and construction of the project into a single contract and allows for more collaboration during the design development process. A Request for Solicitation of Qualifications (RSQ) is initially issued to prequalify up to 3 Design-Build firms to receive a Request for Proposals (RFP). The RFP is then issued for submitting technical proposals for design, preconstruction, and construction services, in addition to Mark-up fee proposals for management fee (Construction Management and G&A Fee or CMGA Fee) to compensate the Design-Build Firm for all profit and home office overhead costs, to be applied as a percentage to the direct costs of work for the best value selection based on the technical and fee proposals. Once the design-builder is selected, the project delivery is phased; Phase I is the design services and preconstruction services, and Phase II is the project construction. During Phase I, the project's design, cost-estimating, construction schedule, and construction Guaranteed Maximum Price (GMP) are developed. If the County and design-builder agree on the schedule and the GMP, then the construction work is awarded and completed during Phase II.

On December 17, 2024, in step one of the procurement process, Request for Statement of Qualifications (RSQ) No. 25-020Q was issued through the OpenGov Procurement System, seeking proposals indicating team qualifications from qualified proposers to provide PDB services for design, permitting and construction of the Flagler County Visitor Eco-Discovery Center, an approximately 10,000 square-foot facility adjacent to the future 1,000-acre Bulow Creek Headwaters Regional Park which is conveniently located on a 23-acre county owned parcel on SR100 approximately 1 mile east of I-95 and 2.5 miles west of SR A1A.

Some of the key components of the approximately 10,000 square-foot Visitor Eco-Discovery Center facility that includes public, administrative, covered outdoor areas, and support spaces as follows:

- Public Areas: Central lobby, exhibit spaces, gift shop, and two multi-purpose rooms;
- Support Spaces: Restrooms (standard and ADA), warming kitchen, storage rooms, janitor's closet, mechanical/electrical rooms, and IT/communications room;
- Administrative Areas: Administrative offices for the Tourism Development, Economic Development and community partners; and,
- Exterior Integration: Two outdoor gathering areas, directly accessible from the interior.

On February 5, 2025, seven (7) submissions were received. On February 26, 2025, the evaluation committee completed a review of proposals and ranked them according to RSQ requirements. County staff recommended the following top three (3) ranked firms to be shortlisted and advanced into step two of the procurement process.

1. The Collage Companies
2. Auld & White Constructors LLC
3. Sauer Construction

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

The BOCC approved the recommended shortlist of Design-Build teams and authorized execution of stipend agreements for the RFP stage, providing a payment of \$15,000 to each of the unsuccessful short-listed teams after evaluation of technical proposals in the procurement step 2 and award of the PDB contract for the Eco-Discovery Center Project.

On April 3, 2025, Request for Proposals (RFP) No. 25-020P was issued through the OpenGov Procurement System, seeking technical and fee proposals from the three prequalified proposers to provide PDB services for design, permitting and construction of the Eco-Discovery Center Project. During this stage of the procurement process, prequalified proposers were required to prepare conceptual designs for the Eco-Discovery Center. Conceptual designs included building footprint, architectural renderings of the proposed building, and overall conceptual layouts of the complete facilities.

On May 28, 2025, in response to the RFP 25-020P, each of the three (3) shortlisted Design-Build firms submitted their proposals relative to their qualifications and related experience, their staffing and project organization, their work plan and technical approach, and conceptual design along with a sealed fee proposal (Competitive Price Proposal Form 8.1) containing the proposers Mark-up percentage for management fee (Construction Management and G&A Fee or CMGA Fee) to compensate the Design-Build Firm for all profit and home office overhead costs to be applied as a percentage to the direct costs of work. A Selection Committee comprised of relevant staff members, scored each one of the proposer's proposals and ranked them in accordance with the RFP evaluation criteria corresponding scores.

On June 9, 2025, oral presentations were completed by the three Design-Build Firms. Personnel from County Procurement, Engineering, Tourism, and General Services attended the presentations.

On June 18, 2025, a public meeting was held for the announcement of the proposers' proposal qualifications scoring and opening of the sealed competitive price proposal forms. At this meeting, each firm's proposal qualifications average score points were announced. Immediately following the announcement of the proposal's qualifications scoring, the sealed price proposals containing the respondents' competitive Mark-up fee percentage were opened. For determining the respondents' Adjusted Score, the proposers' Bid Price were calculated based on the submitted percentage of the Project's Rough Order of Magnitude (ROM) cost estimates in the Competitive Price Proposal Form. The Adjusted Scores were calculated by dividing the respondent's Bid Price by their corresponding proposal score points where the respondent with the lowest Adjusted Score is determined for the award recommendation.

Staff recommends award of the Phased Design-Build Contract Agreement for the Flagler County Eco-Discovery Center Project to The Collage Companies who is the proposer with the lowest adjusted score and authorize the Chair to execute the Contract Agreement and authorize County Administrator approval of project Task Work Orders, and any project related documents within the project overall \$10,362,000 budget.

FUNDING INFORMATION: \$1,600,000 was previously approved to be used for this project though the funds have remained in reserve up to this point. Both the \$1,600,000 and the remaining \$8,762,000 funding for this project will be appropriated upon approval of the budget transfers from reserves of the Tourist Development Capital Fund (Fund 1109) in the amount of

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS
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\$5,362,006 and the Tourist Development Promotion and Advertising Fund (Fund 1110) in the amount of \$4,999,994. For a total project budget of \$10,362,000 for the Eco-Discovery Center.

STRATEGIC PLAN:

Focus Area: Growth and Infrastructure

- Goal 1 – Provide quality fundamental infrastructure and assets.
 - Objective GI1.1: 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, 386-313-4046
Robert Rounds, Procurement Manager, 386-313-4097

RECOMMENDATIONS: Request the Board to Award the Phased Design-Build Contract to The Collage Companies and Approve and authorize the Chair to execute the Phased Design-Build Contract Agreement between Flagler County and The Collage Companies to provide the Contract Agreement design and construction services for the Flagler County Eco-Discovery Center Project under the RFP 25-020P, and authorize County Administrator approval to execute Project Phase I Task Work Orders for Design and Preconstruction Services with a budget of \$1,100,000, and any project related documents required for the Design and Preconstruction services within the project overall budget of \$10,362,000, approve the budget transfers, and amend the CIP.

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

1. RFP 25-020P Scoring Tabulation
2. Intent to Award
3. Contract Agreement
4. Budget Transfer Fund 1109
5. Budget Transfer Fund 1110
6. Amended CIP

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

SUBJECT: Consideration of a Resolution and an FDOT Public Transportation Grant Agreement (PTGA) in the Amount of \$4,940 to Assist with Funding to Design Taxilanes to T-Hangars Reconstruction for the Flagler Executive Airport.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: On August 4th, the BoCC accepted an FAA Grant Offer in the amount of \$118,750, which will fund 95% for the Design Taxilanes to T-Hangars Reconstruction at the Flagler Executive Airport. With this action, staff is bringing forward for consideration, a Resolution and an FDOT PTGA in the amount of \$4,940, which fund approximately 4% of the project. The total project cost is \$125,000. Below is a table depicting the funding source breakdown for this project.

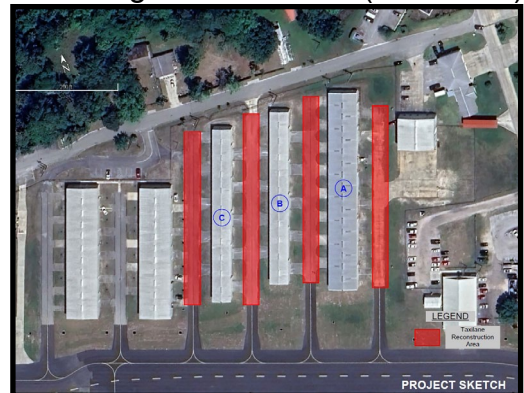
| Project | FAA | FDOT | Airport | Total |
|---------------------------------------|-----------|---------|---------|-----------|
| Design Taxilanes to T-Hangars Reconst | \$118,750 | \$4,940 | \$1,310 | \$125,000 |

This project includes design services for the reconstruction of taxilanes serving T-Hangar buildings A, B, and C at Flagler Executive Airport. The project includes paving, grading and drainage design for the taxilanes. Also included in the project are pavement markings and stormwater permitting required by St. John’s River Water Management District (SJRWMD). The red areas denote the taxilanes that will be reconstructed.

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: The FDOT PTGA is \$4,940, which will fund 4% of the above mentioned project. The FAA will fund a total of \$118,750 and the Airport Enterprise will fund a total of \$1,310 as outlined in the above table. Funding for this agreement in the amount of \$4,940 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 Resolution and FDOT PTGA authorizing the Chairman to execute the agreement as approved to form by the County Attorney and approve the Unanticipated Revenue Resolution..

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

1. FDOT Public Transportation Grant Agreement (FM# 457399-1-94-01)
2. Resolution in support of the Public Transportation Grant Agreement
3. URR

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

SUBJECT: Consideration of Work Authorization No. WA-3 which establishes the Scope of Services and Compensation for AVCON, Inc. under Flagler County Contract RSQ 25-002Q to Design the Taxilanes to T-Hangars Reconstructon at the Flagler Executive Airport in the Amount of \$120,000.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: On August 4, 2025, the BoCC accepted an FAA Grant Offer in the amount of \$118,750, which will fund 95% of the Design the Taxilanes to T-Hangars Reconstructon. In addition, on September 15, 2025, the Board accepted an FDOT Public Transportation Grant Agreement (PTGA) in the amount of \$4,940, which will fund approximately 4% of the project. With this action, staff are bringing forward for consideration Work Authorization No. WA-3, which establishes the Scope of Services and Compensation for AVCON, Inc. to Design the Taxilanes to T-Hangars Reconstructon.

This project includes design services for the reconstruction of taxilanes serving T-Hangar buildings A, B, and C at Flagler Executive Airport. The project includes paving, grading and drainage design for the taxilanes. Also included in the project are pavement markings and stormwater permitting required by St. John's River Water Management District (SJRWMD).

STATEGIC 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: The BoCC has previously accepted both an FAA Grant Offer and an FDOT Public Transportation Grant Agreement to assist in funding the above-described project, totally \$123,690. The Airport Enterprise will fund the remaining \$1,310. The total project cost is \$125,000.

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

RECOMMENDATIONS: Request the Board approve Work Authorization No. WA-3 under Flagler County Contract RSQ 25-002Q for AVCON, Inc., authorizing the Chair to execute the agreement.

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

1. Work Authorization No. WA-3 under Flagler County Contract RSQ 25-002Q for AVCON, Inc.

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

SUBJECT: Consideration of Piggyback Agreement 25-PB-075 with Johnson Controls Fire Protection LP for Facility Security Systems, Equipment, and Software.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: This contract is being brought to the Board for consideration and approval because this cooperative purchase (also known as a “piggyback”) has the likelihood of exceeding \$100,000, which is above the County Administrator’s approval authority, and it may be utilized over multiple years. A cooperative purchase means the County is relying on the procurement procedures of another public entity that has already procured the goods or services needed by the County. Through the piggybacking process, the County can use the pricing negotiated by other public entities through their competitive procurement procedures. Using these cooperative contracts reduces the administrative burden of purchasing, expedites the purchasing process, and can achieve price-saving advantages from purchasing off a contract created by an agency with greater purchasing power. In each case, the other public entity’s contract is made an exhibit to the County’s contract which has Flagler-specific terms.

| Vendor | Annual Spend Request (Not to Exceed) | Term of Contract |
|-------------------------------------|---|-------------------|
| Johnson Controls Fire Protection LP | \$60,000 | February 18, 2029 |

STRATEGIC PLAN:

- Focus Area: Effective Government
 - Goal 1 – Maintain Financial Stability

FUNDING INFORMATION: Funding for this contract is included within various budgets utilized by multiple departments. The above requested annual spending can only be spent if budget is available.

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

RECOMMENDATION: Request the Board approve the piggyback agreement with Johnson Controls Fire Protection LP

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

1. Piggyback Agreement
2. Cost Proposal

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

SUBJECT: Contract with the State of Florida Department of Health for Operation of the Flagler County Health Department for Year 2025-2026 in the Amount of \$222,286.00.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: This is the annual contract between the State of Florida Department of Health and the Flagler County Board of County Commissioners for the operation of the Health Department in Flagler County for contract year 2025-2026. This is a standard contract that is entered into every year between the County and the State. The terms and conditions of the body of the contract remain the same as the last two years. The County also provides the Health Department office space as required by law. The Health Department provides a tremendous number of services to the less fortunate in Flagler County. They deal with environmental health, pregnant mothers (WIC), vaccinations, rabies, and epidemics, to name a few. Funding remains flat from the FY 2022-23 contract. The Health Department also uses vehicles owned and insured by Flagler County.

STRATEGIC PLAN:

- Focus Area: Public Health and Safety
- Focus Area: Effective Government

FUNDING INFORMATION: The County's appropriated responsibility as provided in the contract, Attachment II, and Part II, item 9. Direct Local Contributions (on page 2 of 3) is \$275,000.00. Contribution reduction to support the payment of the Condo Association of units 200, 206 and 208 Dr Carter Blvd Bunnell, FL, and 4 new Leased Vehicles added to Flagler CHD fleet. The funding is included the Adopted FY 25-26 Budget in account number 1001-149-4900-562800-560-56-000-000-581005.

DEPARTMENT CONTACT: Stephen Civitelli, Health Department Admin (386) 313-7105

RECOMMENDATIONS: Request the Board approve the contract between the Flagler County Board of County Commissioners and the State of Florida Department of Health for operation of the Flagler County Health Department for the 2025-2026 contract year.

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

1. Contract between the Board of County Commissioners and the State of Florida Department of Health (FDOH will need 3 hard copies returned to them). Core Contract present with appropriate attached documentation.

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

SUBJECT: Consideration of FY 2026 State Aid to Libraries Grant Agreement, Certification of Hours, Free Library Service and Access to Materials.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: The State Aid to Libraries Grant is an annual program administered by the Florida Department of State, Division of Library and Information Services. State Aid is an incentive program designed to assist qualifying counties in providing adequate library services. The Grant Agreement is due by October 1, 2025, along with a new Certification of Hours, and the Free Library Service and Access to Materials form.

The State Aid to Libraries Grant Agreement becomes effective upon receipt and signature by the authorizing agency in Tallahassee. No matching funds are required. The amount allocated each year to Flagler County is based on the amount of local funds expended in support of library services during the second preceding fiscal year (2-years prior). The State Legislature determines the level of funding each year for the State Aid to Libraries Program. Flagler County will receive an estimated \$20,669 during FY 2024-25. We request that the Board of County Commissioners approve the FY 2026 State Aid to Libraries Grant Agreement.

STRATEGIC PLAN:

Focus Area: Effective Government

- 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: State Aid to Libraries Grant is budgeted in Revenue Account 1001-001-0000-334700-330-00-000-000-334700 and expended in the Library budget. The estimated amount included in the Adopted FY 2025-2026 Budget is \$20,669.

DEPARTMENT CONTACT: Holly W. Albanese, Library Director (386) 446-6763 x3708

RECOMMENDATIONS: Request the Board approve the FY 2026 State Aid to Libraries Grant Agreement; Certification of Hours, Free Library Service and Access to Materials and authorize the Chair or County Administrator as applicable to sign any documents necessary to execute this grant.

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

1. FY 2026 State Aid to Libraries Grant Agreement
2. Certification of Hours Free Library Service and Access to Materials
3. Certification of Local Operating Expenditures
4. State Aid Final Amounts for FY 24/25

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

SUBJECT: Approval to Write-Off Uncollectible Accounts Receivable for Ambulance Billing in the General Fund totaling \$10,258,142.01.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Change Health Care provided EMS Ambulance Billing and Reporting services for the period of June 2018, through February 2024. The accounts during this time frame reflect a balance of \$10,258,142.01 in uncollectible receivables.

The total amount of the requested write-off includes \$7,088,964.95 identified as Bad Debt Collections and Open Aged Receivables in the amount of \$3,169,177.06.

Patient details are available for Open Aged Receivable accounts totaling \$2,733,267.91. The remaining \$435,909.15 cannot be identified by patient but should be included in the write-off of all Change Health Care accounts.

Due to a cyber-attack on Change Health Care's computers, they were no longer able to provide billing and reporting services after February 21, 2024. A new agreement was entered for these services on August 19, 2024, with Digitech EMS Billing, LLC.

It has been four years since the last time we wrote off uncollectible accounts receivable for ambulance billing, which were approximately \$6.4 million. Over time, ambulance costs have increased, and the volume of calls has escalated in line with population growth, which has contributed along with the cyber-attack on Change Health Care, to this amount being considerably higher.

Contracting with a Collection Agency as an attempt to recover these receivables is an option. However, previous Boards did not want to pursue the debts in this manner considering residents may be hesitant to call 911 during emergencies over the possibility of financial repercussions.

FUNDING INFORMATION: The removal of these unrecoverable debt accounts will have no effect on the fund's revenues or expenses. Any payments received by the County for these accounts after the adjustment would be reported as General Fund Revenue.

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

RECOMMENDATION: Request the Board approves the write-off of uncollectible accounts receivable in the amount of \$10,258,142.01.

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

1. December 2024 Accounts Receivable Ledger – Clerk Provided Report
2. September 2024 Monthly Reconciliation – Clerk Provided Report

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

SUBJECT: Consideration of Flagler County Professional Firefighters Association Inc. Union Contract.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Staff is seeking Board approval of the union contract with the Flagler County Professional Firefighters Association. After seven months of negotiations, the Flagler County Professional Firefighters Association Inc., and Flagler County Management Representatives, Jorge Salinas, Deputy County Administrator, Charlie Picano, Human Resources Director, Michael Tucker, Fire Chief and Percy Sayles, Deputy Fire Chief, have come to an agreement on a new four (4) year contract. The primary focus of this contract negotiation addressed wages, scheduled work hours, and the career professional development structure of Fire Rescue personnel. The negotiated contract continues to keep Flagler County Fire Rescue competitive with surrounding cities and counties and enhances the County's ability to attract and more importantly retain great employees.

STRATEGIC PLAN:

- **Focus Area: Public Health and Safety**
 - Goal 3 – Improve Public Safety Response and Service Delivery
 - 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.
 - 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: Funding will be appropriated with the adopted FY25/26 budget.

DEPARTMENT CONTACT: Charlie Picano, Human Resources Director (386) 313-4033

RECOMMENDATIONS: Request the Board approve the contract between the Flagler County Professional Firefighters Association Inc. and the Board of County Commissioners.

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

1. Contract between the Flagler County Professional Firefighters Association Inc. and the Board of County Commissioners.

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

SUBJECT: Interlocal Agreements between Flagler County and Cities of Palm Coast, Flagler Beach, and Bunnell for Software Maintenance Agreements of the Computer Aided Dispatch System.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Staff is requesting the Board approval of an interlocal agreements (ILA's) with the Cities of Palm Coast, Flagler Beach, and Bunnell based on the continued software maintenance to the County's Computer Aided Dispatch (CAD) system utilized by the public safety partners. These ILA's coincide with the Tyler Technologies New World Systems (Tyler) agreement with the County approved by the Board on July 13, 2020. The fees charged to the municipalities are the pass through costs incurred by the County on behalf of the municipalities under the County's agreement with Tyler. This is a one-year ILA, as staff intends to solicit competitive bids for a new CAD software maintenance vendor. (The Board approved the ILA with the Sheriff for CAD software maintenance at the September 3, 2025, regular meeting.)

The fees listed reflect the amount to be paid by the cities based on the FY 2026 fee calculations:

| | |
|-----------------------|-------------|
| City of Palm Coast | \$15,991.42 |
| City of Flagler Beach | \$20,471.16 |
| City of Bunnell | \$11,715.82 |

STRATEGIC PLAN:

Focus Area – Effective Government

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

Focus Area – Growth & Infrastructure

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

Focus Area – Public Health & Safety

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

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

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

RECOMMENDATION: Request the Board approve and authorize the Chair to execute the Interlocal Agreements with the Cities of Palm Coast, Flagler Beach, and Bunnell related to software maintenance of the CAD System.

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

- 1) ILA Palm Coast
- 2) ILA Flagler Beach
- 3) ILA Bunnell

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

SUBJECT: Public Emergency Medical Transportation Funding Letter of Agreement between Flagler County and the State of Florida's Agency for Health Care Administration (ACHA).

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: Annually, Federal funds are available to assist in reimbursing counties for their costs related to Medicaid through the Public Emergency Medical Transportation (PEMT) program. As part of this program, the federal government is planning to reimburse Flagler County \$1.61 for each \$1 expended by the County in the provision of ambulance transportation services to Medicaid patients. The reimbursement of these funds is managed by the State of Florida's Agency for Health Care Administration (AHCA). Based upon data provided to AHCA, an intergovernmental transfer (IGT) amount is determined in the provision of ambulance transport services to these individuals. This IGT amount becomes the basis for determining the amount of reimbursement received by Flagler County. This exact IGT amount is not determined until the end of the State of Florida's fiscal year (SFA) which is June 30th. Once this amount is provided to Flagler County the IGT can occur via an invoice from AHCA. Upon receipt of the IGT amount, AHCA then reimburses the PEMT amount to Flagler County. Because this exact amount is not known until well into Flagler County's fiscal year a fixed amount cannot be pre-determined and established during the County's budget process.

However, during the most recent (SF24/25), AHCA determined the IGT amount for Flagler County to be \$ \$252,754.80. As part of the executed PEMT Letter of Agreement between Flagler County and AHCA, that agency invoiced Flagler County appropriately. This resulted in AHCA returning a payment of \$603,944.63 to the County, realizing a net revenue of \$337,380.15. As part of the State's ongoing effort to manage the Federally provided revenues for the PEMT program, AHCA is expecting Flagler County to complete a letter of agreement (LOA) through which it will again invoice Flagler County for its IGT amount and subsequently reimburse Flagler County for State FY25/26 the amount of \$396,772.92 and receive a net positive payment in return for \$530,700.00. The LOA must be signed and returned to the State of Florida by 10/1/2025.

STRATEGIC PLAN:

Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

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: Staff will return to the Board in FY 2025-26 to appropriate funding for the IGT.

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

RECOMMENDATION: Request the Board authorize execution of the Letter of Agreement between Flagler County and the State of Florida's Agency for Health Care Administration (AHCA).

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

1. AHCA Public Emergency Medical Transportation Letter of Agreement for State Fiscal Year 25/26.

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

SUBJECT: Consideration of Amendment to Letter of Agreement with Florida's Agency for Health Care Administration (AHCA)

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: On September 16, 2024, Flagler County BOCC executed a Letter of Agreement with Florida's Agency for Health Care Administration (AHCA) as part of the federal government's Public Emergency Medical Transportation (PEMT) program. This program provides reimbursement for the provision of ambulance transport services for Medicaid patients. AHCA is requesting an amendment to that agreement to extend the expiration from September 30, 2025, to September 30, 2026.

STRATEGIC PLAN:

Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

Objective PHS 3.1: Prepare for, pursue, achieve and maintain local, regional and national standards, while

DEPARTMENT CONTACT: Michael Tucker, Fire Chief 386-313-4211

FUNDING INFORMATION: N/A

RECOMMENDATIONS: Authorize execution of the amendment to the Letter of Agreement with AHCA originally executed on September 16, 2024.

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

1. Amendment to the 2024-2025 Public Emergency Medical Transportation Agreement

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

SUBJECT: Adoption of a Resolution to Vacate a Portion of the Plat of Map of Favoretta Subdivision in the MH-1 (Rural Mobile Home) and R-1 (Rural Residential) Zoning Districts – Owners/Petitioners: Nathaniel Seth Hecht and Pebbles Kiarch Hecht.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: The County has received a Petition to Vacate a portion of the Map of Favoretta subdivision plat, recorded at Plat Book 1, Page 5, Public Records of Flagler County, Florida, including a request to vacate the paper streets and alleyways between and adjoining the lots that are included within the vacation request. The portion of the plat to be vacated lies entirely within and is part of Parcel No. 16-13-31-2000-00030-0060. The Property Appraiser’s aerial depicts the subject parcel, with the approximate limits to be vacated (and the parcel lines) highlighted in light blue below:



The plat vacation request precedes development of the subject parcel. The Hechts took ownership of the subject parcel following its conveyance through a Quit-Claim Deed from Dale F. Boudreaux dated February 28, 2023, and recorded on May 30, 2023, at Official Records Book 2784, Page 805, Public Records of Flagler County, Florida. Mr. Boudreaux took title to the parcel through the Quit-Claim Deed from Marcus “Junior” Strickland Jr. dated July 1, 2023 and recorded on August 11, 2022 at Official Records Book 2713, Page 1828, Public Records of Flagler County, Florida, followed by a corrective Quit-Claim Deed (to add witnesses) recorded on August 12, 2022 at Official Records Book 2713, Page 1977, Public Records of Flagler County, Florida, and finally another corrective Quit-Claim Deed (to add the legal description) recorded on October 6, 2022 at Official Records Book 2726, Page 784, Public Records of Flagler County, Florida.

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

The Hechts were advised of the need to vacate or replat the subject parcel in order for permits to be issued. As part of Mr. Strickland's landholdings, the plat of the Map of Favoretta included paper streets, together with a lot and block configuration that could be developed as platted with central water and sewer and paved streets or, alternatively, be vacated (or replatted) with any resulting parcel a minimum of five acres in area. Through the 1990 conditional rezoning approval, as requested by and agreed to by Mr. Strickland, the Board determined that the present configuration of the underlying Map of Favoretta was not appropriate for future development and that this plat would need to either be vacated or replatted for future development. Instead of completing a large-scale vacation or replat, Mr. Strickland opted for vacation on a parcel-by-parcel basis rather than vacation or replatting the entirety of the parcels subject to the conditional rezoning.

The purpose of the limited plat vacation is to permit the development of an otherwise conforming cut-out parcel as a single-family homesite, recalling that the County's zoning compliance review occurs at the time of building permit application (the County does not review land sales for zoning compliance). The conveyance by Mr. Strickland to Mr. Boudreaux, and from Mr. Boudreaux to the Hechts, would not have required County review, but issuance of a building permit for a single-family dwelling on the subject parcel requires completion of the vacation or replat. This partial plat vacation satisfies the condition of the Board of County Commissioners requiring the vacation (or replatting) of present, conflicting plats from the June 1990 conditional rezoning of these lands from AC (Agriculture) to R-1 (Rural Residential).

The statutory guidance for plat vacations is primarily limited to ensuring that continued access is provided following any plat vacation:

"The governing bodies of the counties of the state may adopt resolutions vacating plats in whole or in part of subdivisions in said counties, returning the property covered by such plats either in whole or in part into acreage. Before such resolution of vacating any plat either in whole or in part shall be entered by the governing body of a county, it must be shown that the persons making application for said vacation own the fee simple title to the whole or that part of the tract covered by the plat sought to be vacated, and it must be further shown that the vacation by the governing body of the county will not affect the ownership or right of convenient access of persons owning other parts of the subdivision." (s. 177.101(3), Florida Statutes).

The County's Land Development Code provides:

"The owner(s) of any land within an existing approved plat may request BOCC approval to vacate that portion of the plat which is owned by the applicant(s). If the existing plat includes a plat agreement/amendment, a portion of the original plat cannot be vacated without the consent of all current property owners within the plat. The vacating of public streets/rights-of-way and easements within a plat is subject to state statutes and county ordinances. Plats, or portions thereof, cannot be vacated without the

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consent of the appropriate utilities or regulatory agencies.” (Sec. 4.08.03. – Vacating plats, Flagler County Land Development Code).

As described and depicted in the attachment to the Petition, this partial plat vacation request will vacate all or a portion (as lies within the described parcel boundary) of the following blocks and lots:

Block 15, Lots 33-34
Block 16, Lots 5-6, Lots 19-24
Block 17, Lots 1-6, Lots 19-22
Block 18, Lots 5-6
Block 23, Lot 13

However, when reviewed in greater detail, the partial plat vacation actually consists of:

Block 16; all of Lot 5, part of Lot 6, part of Lot 19, and all of Lot 20
Block 17; part of Lot 1, part of Lot 2, part of Lot 3, all of Lot 4, all of Lot 5, part of Lot 6, part of Lot 19, all of Lot 20, part of Lot 21, and part of Lot 22
Block 18; part of Lot 5 and part of Lot 6

In addition to these lots, the partial plat vacation vacates, closes, and abandons the following platted rights-of-way:

All of the unnamed road (50-foot wide) between Block 15 and Block 16, adjoining all of Lot 5 and part of Lot 6, Block 16
All of the unnamed alley (10-foot wide) between all of Lot 5 and part of Lot 6, and part of Lot 19 and all of Lot 20, Block 16
All of the unnamed road (50-foot wide) between Block 16 and Block 17, adjoining part of Lot 1, Lots 2 through 5, and part of Lot 6, Block 17
All of the unnamed alley (10-foot wide) between part of Lot 3, Lots 4 through 5, and part of Lot 6, and part of Lot 19, Lots 20 through 21, and part of Lot 22, Block 17
All of the unnamed road (50-foot wide) between Block 17 and Block 18, adjoining part of Lot 19, all of Lot 20, and part of Lot 21, Block 17

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The plat for the Map of Favoretta – as recorded at Plat Book 1, Page 5, Public Records of Flagler County, Florida – is depicted (in part) as:



The proposed partial plat vacation does not affect the ownership or right of convenient access of persons owning other parcels within or adjacent to this subdivision. All taxes due on the subject parcel have been paid in full (Paid 03/15/2025; Receipt No. INT-24-00098008).

All respective utility providers – AT&T, Charter Communications (d/b/a Spectrum), and FPL – have consented to the partial plat vacation.

Public Notice: Public notice has been provided in accordance with Section 2.07.00 of the LDC, and consistent with Sections 177.101, 336.09, and 336.10, Florida Statutes.

STRATEGIC PLAN:

Focus Area: Effective Government

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

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- Objective EG 2.4: Establish joint strategies to identify and address needs through leveraging of local resources.

FUNDING INFORMATION: No County funds are associated with this agenda item. No financial impact will result from this vacation request.

DEPARTMENT CONTACT: Adam Mengel, Growth Management Director (386) 313-4065

OPTIONS FOR THE BOARD: The Board of County Commissioners may:

APPROVE the request and adopt the resolution for the vacation of the portion of Map of Favoretta, as recorded in Plat Book 1, Page 5, Public Records of Flagler County, Florida, and as specifically described in the resolution.

DENY the vacation request. Should the Board of County Commissioners opt to deny the request the Board should provide the rationale for the denial – including any findings – within its motion.

CONTINUE the request to a time and date certain. A continuance should be for the petitioner or for staff to provide additional information to the Board.

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

1. Resolution
2. Petition to Vacate and related documents, including consent letters from AT&T, Charter Communications (d/b/a Spectrum), and FPL
3. Public Notice

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

SUBJECT: Consideration of Agreement with the Flagler County Humane Society for Animal Control Services, Animal Shelter Services, and Spay and Neuter Programs.

DATE OF MEETING: September 15, 2025

OVERVIEW/SUMMARY: The Flagler County Humane Society (FHS) contracts with the County to provide animal control and animal shelter services including a spay and neuter program, enforcement of the County animal neglect ordinance, and sheltering of seized and abandoned animals. Under the new contract, the County will pay FHS an annual fee of \$214,599.00 (up from \$208,349.00 the previous year) and up to \$106,000 (up from \$90,000.00 the previous year) for sheltering, spaying and neutering, to allow continued enforcement of Animal Control Ordinances in the unincorporated areas of Flagler County. The overall costs for spaying, neutering, and sheltering depend on the number of animal cases in a given year.

The contract is for a one-year term. Key differences from the previous contract are as follows:

- FHS will conduct Level 2 background screens on animal control officers and Level 1 background screens on other employees.
- FHS will not employ or accept as volunteers anyone who has been convicted of animal cruelty or crimes of dishonesty.
- FHS will ensure animal control officers maintain adequate level of continuing education suitable in the industry.
- The County will assign one staff person to serve on FHS' Board, and the FHS Board will meet up to once per month with a county commissioner to review financial and intake reports and to discuss any issues of concern to the County.
- FHS will provide the County with case file reports as background information in addition to its monthly case summary.

STRATEGIC PLAN:

- Focus Area: Effective Government
 - Goal 2 – Build & Maintain Relationships to Support Effective & Efficient Government
- Focus Area: Public Health & Safety
 - Goal 3 – Improve Public Safety Response and Service Delivery Capabilities

FUNDING INFORMATION: Funding is appropriated annually as part of the budget process.

DEPARTMENT CONTACT: Heidi Petito, County Administrator
Sean Moylan, Deputy County Attorney

RECOMMENDATION: Approve the New Annual Agreement with the Flagler County Humane Society for Animal Control and Animal Shelter Services.

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

1. Animal Control Contract