



Flagler County Board of County Commissioners Meeting Agenda

July 15, 2024 • 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: Pretrial, Probation and Parole Supervision Week – July 21-27, 2024**
(Requested by the Seventh Judicial Circuit)
 - 4c) **Presentations (3-5 Minutes): Flagler County Audit Report for Year Ended September 30, 2023** *(Requested by Tom Bexley, Flagler County Clerk of the Circuit Court and Comptroller)*
5. **Community and Board Comments:**
 - 5a) **Community Outreach:** *This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*
 - 5b) **Board Comments on Consent Items**
6. **Consent: Constitutional Officers:**
 - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of Section 136.06, Florida Statute as listed below:
 - 1) Revenue Collected for May 2024
 - 2) Disbursement Report for Week Ending June 7, 2024
 - 3) Disbursement Report for Week Ending June 14, 2024
 - 4) Disbursement Report for Week Ending June 21, 2024
 - 5) Disbursement Report for Week Ending June 28, 2024
 - 6b) **Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:
 - 1) May 28, 2024 Joint Workshop
 - 2) June 3, 2024 Regular Meeting
 - 3) June 3, 2024 Workshop
 - 4) June 10, 2024 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 Local State of Emergency Due to Drought and Threat of Wildfire and Emergency Administrative Order Prohibiting Certain Outdoor Activities that May Cause Wildfire:** Request the Board ratify the State of Local Emergency and Emergency Administrative Order executed by the Chair on June 18, 2024. *(Requested by Michael Tucker, Fire Rescue Chief and Jonathan Lord, Emergency Management Director)*
- 7-c) **Consideration of the Flagler County Board of County Commission 2025 Meeting Schedule:** Request the Board approve the Flagler County Board of County Commission 2025 Meeting Schedule with only one meeting in the months of January, February and July. *(Requested by Administration)*
- 7-d) **Consideration of the Flagler County 2025 Holiday Schedule:** Request the Board approve the Flagler County 2025 Holiday Schedule as proposed by the County Administrator. *(Requested by Pam Wu, Human Resources Director)*
- 7-e) **Consideration to Approve Updates to the County's Purchasing Manual:** Request the Board approve the changes to the Purchasing Manual (to be Procurement Manual). *(Requested by Robert Rounds, Procurement & Contract Services Manager)*
- 7-f) **Request the Board Declare Items as Surplus, Removal from the County Fixed Assets and Authorize Purchasing to Dispose of Surplus Property Pursuant to the Fixed Asset Policy:** Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Purchasing to dispose of surplus property pursuant to the Fixed Asset policy. *(Requested by Robert Rounds, Procurement & Contract Services Manager and Richard Zufelt, Property Control Agent)*
- 7-g) **Consideration of a Resolution for the Adoption of the Updated Comprehensive Emergency Management Plan:** Request the Board adopt the Resolution and approve the updated Comprehensive Emergency Management Plan. *(Requested by Jonathan Lord, Emergency Management Director)*
- 7-h) **Consideration for Approval to Submit an Application to Florida Firefighter Cancer Decontamination Equipment Grant Program for Fiscal Year 2024-2025:** Request the Board to authorize submission of the Florida Firefighter Cancer Decontamination Equipment Grant Program Application. *(Requested by Chief Michael Tucker, Fire Rescue)*
- 7-i) **Consideration of Fiscal Year 2023-24 Budget Transfer from General Fund Reserves for the Health Insurance Fund (1501):** Request the Board approve the Budget Transfer and Unanticipated Revenue Resolution. *(Requested by E. John Brower, Financial Services Director)*
- 7-j) **Consideration of Fiscal Year 2023-24 Budget Transfer to Correct Project Strings for the Nexus Center:** Request the Board approve the Budget Transfer. *(Requested by E. John Brower, Financial Services Director)*
- 7-k) **Consideration to Amend the FY 2023-24 Budget to Recognize Revenue from Loan Repayments for the Health and Human Services Department - Housing Services Division:** Request the Board approve the Unanticipated Revenue Resolution. *(Requested by Joe Hegedus, Health & Human Services Director)*

- 7-l) **Temporary Construction Easement and Utility Easement with the Radiance Community Development District and the City of Palm Coast for the Extension of Water, Sewer, and Reuse Utilities within a County Parcel Adjoining the Old Kings Road Right-of-Way:** Approve the Temporary Construction Easement and Utility Easement with the Radiance CDD and City of Palm Coast. *(Requested by Adam Mengel, Growth Management Director and Sean Moylan, Deputy County Attorney)*
- 7-m) **Consideration of Approval of Work Authorization No. WA-16 Under Request for Statement of Qualifications (RSQ) 21-012Q to CONSOR Engineers, LLC, in the Amount of \$499,127.14 for Construction Engineering and Inspection (CEI) Services for the A1A and Malacompra Road Sewer Force Main Extension:** Request the Board approve and authorize the execution of Work Authorization No. WA-16 under RSQ# 21-012Q to CONSOR Engineers, LLC, in the not to exceed amount of \$499,127.14 for Construction Engineering and Inspection (CEI) services for the A1A and Malacompra Road Sewer Force Main Extension Project as approved to form by the County Attorney and approved by the County Administrator. *(Requested by Jorge Salinas, Deputy County Administrator)*
- 7-n) **Consideration of Approval of a Second Addendum to Contract No. 22-007Q (Addendum 2) with Schenkel & Schultz, Inc. for Design and Engineering Services for Fire Rescue Station 51 and the Administration Fire Rescue Station 62 in the Not to Exceed Lump Sum Amount of \$682,797.00:** Request the Board approve the Second Addendum to Contract No. 22-007Q with Schenkel & Schultz, Inc. for Design and Engineering Services for Fire Rescue Station 51 and the Administration Fire Rescue Station 62 in the Not to Exceed Lump Sum Amount of \$682,797.00 and authorize the Chair to execute same as approved to form by the County Attorney. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer and Richard Zion, PE, Assistant County Engineer)*
- 7-o) **Consideration of Change Order No. 2 in the Amount of \$100,000 for the Security Fence/Gate at the Flagler Executive Airport:** Request the Board approve Change Order No. 2 for the additional work in the Construction of the Rehabilitation of Taxiway A authorizing the Chairman to execute the Change Order. *(Requested by Roy Sieger, Airport Director)*
- 7-p) **Consider Ratification of an Application to the 2024 USDOT SMART Grant for Stage 1:** Request the Board authorize submission of an application to the 2024 USDOT SMART grant. *(Requested by Matt Rivera, Chief Information Officer and Bruno Luna, UAS Program Coordinator)*
- 7-q) **Consideration of an Amendment to the Fiscal Year 2023-24 Budget to Recognize Revenue in the Amount of \$253,899 for Public Emergency Medical Transportation Funding:** Request the Board approve the Unanticipated Revenue Resolution. . *(Requested by Chief Michael Tucker, Fire Rescue and E. John Brower, Financial Services Director)*
- 7-r) **Consideration of Florida Department of Economic Opportunity Office of Broadband - Multi-Purpose Community Facilities Program Grant Agreement in Support of the Flagler Nexus Center:** Request the Board accept the award of this Multi-Purpose Community Facilities Program Grant Agreement in the amount of \$4 million, and adopt the resolution that authorizes the County Administrator to sign the grant agreement as approved to form by the County Attorney's office. *(Requested by Holly Albanese, Assistant County Administrator/ Library Director)*
- 7-s) **Consideration of Award for Bid #24-037P to American Janitorial for Custodial Services for County Facilities:** Request the Board 1) approve the award for Invitation to

Bid 24-037P to American Janitorial for Custodial Services for County Facilities and authorize the Chair to execute the contract as approved to legal form by the County Attorney; and 2) approve the annual blanket purchase order in the amount of \$45,000. *(Requested by Mike Dickson, General Services Director and Rob Rounds, Purchasing Manager)*

7-t) Consideration of an Amendment to the Flagler County Option and Ground Lease for SBA Edge, LLC at the Flagler Executive Airport: Request the Board approve the Amendment to the Flagler County Option and Ground Lease for SBA Edge, LLC and the Memorandum of Lease, both as approved to form by the County Attorney. *(Requested by Roy Sieger, Airport Director)*

7-u) Consideration of Fiscal Year 2024/2025 Acceptance of Commission for Transportation Disadvantaged (CTD) Trip and Equipment Grant in the Amount of \$627,302 for Public Transportation Operating Funds: Request the Board accept the award of this grant for FY 24/25 in the amount of \$627,302 and adopt the resolution that authorizes the County Administrator to sign the grant agreement as approved to form by the County Attorney's office. *(Requested by Mike Dickson, General Services Director and Pia Thomas, Transportation Manager)*

7-v) Consideration of Approval of Guaranteed Maximum Price (GMP) Proposal from Ajax Building Company for Construction of the Flagler County NEXUS Center by Construction Manager at Risk (CMAR) Method of Delivery in the Amount of \$ 14,379,837.00: Request the Board to approve the Guaranteed Maximum Price Proposal from Ajax Construction Company, Inc. in the Amount of \$ 14,379,837.00 and authorize the Chair to execute a contract amendment as approved to form by the County Attorney for the Flagler County NEXUS Center, per RFP 22-016P. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer and Holly W. Albanese, Assistant County Administrator /Library Director)*

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

8-a) QUASI-JUDICIAL – Consideration of Deviation from Parking Area Surface (Material) Requirements for a Real Estate Office and Yoga Studio at 3 Pamela Parkway (Parcel No. 40-10-31-5135-00030-0070); Property Owner: Villano Evans Real Estate LLC/ Agent: Victoria and Greg Evans: The Board of County Commissioners may: Approve; Deny; or Continue. *(Requested by Adam Mengel, Growth Management Director)*

8-b) Consideration of Resolution Restructuring the Fees for the Parks & Recreation Managed Facilities including Sports Fields and Courts, Community Centers, and Related Facilities: Request the Board approve the resolution and authorize the County Administrator to designate staff to implement and enforce the fees inclusive of restrictions herein. *(Requested by Mike Lagassé, Assistant Director of General Services)*

8-c) Consideration of a Resolution Prohibiting Disruptive Behavior on County Property: Adopt Resolution Prohibiting Disruptive Behavior on County Property. *(Requested by Administration)*

8-d) QUASI-JUDICIAL – Request for Approval of a Final Plat for Cornerstone at Seminole Woods; Parcel Numbers: 08-12-31-0650-000B0-0071; 08-12-31-0650-000B0-0074; 08-12-31-0650-000D0-0050; and 08-12-31-0650-000D0-0051; 31.75+/- acres. Owners:

Seminole Woods Investments, LLC, and BJ's Wholesale Club, Inc.; Agent: Mark D. Hudgins with Seminole Woods Investments, LLC. (AR No. 4333): The Board of County Commissioners may: Approve; Deny; or Continue. *(Requested by Adam Mengel, Growth Management Director)*

9. Public Hearings: *Public Hearings will be heard after 5:30 p.m.*

9-a) LEGISLATIVE – First Reading of an Ordinance Amending the Land Development Code related to Tree Regulations: The Board of County Commissioners may: Approve; Deny; or Continue. *(Requested by Adam Mengel, Growth Management Director)*

10. Additional Reports and Comments:

10-a) County Administrator Report/Comments

10-b) County Attorney Report/Comments

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

10-d) Commission Reports/Comments/Action

11. Adjournment

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

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