



Flagler County Board of County Commissioners Meeting Agenda

November 3, 2025 • 9:00 a.m.

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

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

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

1. **Pledge to the Flag and Moment of Silence**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Chair**
4. **Recognitions, Proclamations and Presentations:**
 - 4a) **Recognitions:** None
 - 4b) **Proclamations:** None
 - 4c) **Presentations** (3-5 Minutes): [Flagler County Agriculture & Natural Resources](#)
(Presented by George Laibl, Extension Agent I UF/IFAS Extension)
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 - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of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 August 2025](#)
 - 2) [Revenue Collected for September 2025](#)
 - 3) [Disbursement Report for Week Ending October 10, 2025](#)
 - 4) [Disbursement Report for Week Ending October 17, 2025](#)
 - 6b) **Clerk: Approval of Board Meeting Minutes:** None
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) Contractor Review Advisory Board Appointment:** Request the Board approve the reappointment of Ms. Jill Snyder to the Contractor Review Advisory Board for a four-year term from November 6, 2025 to November 6, 2029. *(Requested by Adam Mengel, Growth Management Director and Ed Rodriguez, License Coordinator)*
- 7-c) Consideration of Approval and Award of Professional Services Agreement for Request for Statements of Qualifications (RSQ) No. 25-079Q for Construction Engineering & Inspection (CEI) Services for Multipurpose Emergency Preparedness Facility Design-Build Project:** Request the Board approve the Evaluation Committee's recommendation for RSQ 25-079Q, for providing CEI Services by Baxter & Woodman, Inc. for the Flagler County Multipurpose Emergency Preparedness Facility project and approve the Professional Services Agreement in the amount of \$208,217. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer and Robert Rounds, Purchasing Manager)*
- 7-d) Consideration to Authorize the Health and Human Services Department's Housing Services Division to Apply for the Florida Power & Light (FPL) Low-Income Weatherization Program:** Request the Board authorize the Health and Human Services Department to apply for the FPL Low-Income Weatherization Program, additionally authorizing the County Administrator to execute all necessary documents associated with accepting and implementing said contract, including any amendments approved as to form by the County Attorney. *(Requested by Joseph Hegedus, Director, Health & Human Services Director)*
- 7-e) Approval of FY 2026 State Aid to Libraries Annual Plan of Service:** Request the Board approve and sign the FY 2025/26 State Aid to Libraries Annual Plan of Service. *(Requested by Holly W. Albanese, Library Director/Legislative Liaison)*
- 7-f) Consideration of an Underground Easement (Business) Agreement between Flagler County and Florida Power & Light Company:** Request the Board approve the Underground Easement (Business) Agreement between Flagler County and Florida Power & Light Company. *(Requested by Roy Sieger, Airport Director)*
- 7-g) Consideration of Flagler County Tourist Development Council Fund 1110 Discretionary Event Funding:** Request the Board approve the recommendation of the Flagler County Tourist Development Council 1110 Discretionary Event funding in the amount of \$10,000.00 and authorize the County Administrator to execute the contract as approved to form by the County Attorney. *(Requested by Amy Lukasik, Tourism Development Director)*
- 7-h) Consideration of a Memorandum of Understanding (MOU) between Flagler County Board of County Commissioners, The Florida Department of Commerce (FloridaCommerce), and SelectFlorida:** Staff recommend the approval of the Memorandum of Understanding between Flagler County Board of County Commissioners, FloridaCommerce, and SelectFlorida. *(Requested by Amy Lukasik, Tourism Development Director and Tywan Arrington, Economic Development Manager)*
- 7-i) 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, Purchasing Manager)*
- 7-j) Request the Board of County Commissioners approve the Unanticipated Revenue Resolution connected to the reimbursement of expenditures related to the**

maintenance of the County's accreditation through the Emergency Management Accreditation Program: Request the Board approve the Unanticipated Revenue Resolution. *(Requested by Jonathan Lord, Emergency Management Director)*

- 7-k) Consideration of an Easement Agreement with City of Flagler Beach for Reach II Beach Renourishment Project:** Request the Board approve the Beach Renourishment Easement Agreement with the City of Flagler Beach. *(Requested by Sean Moylan, Deputy County Attorney)*
- 7-l) Consideration and Approval of the Following Agreements; (1) Twelfth Amendment to the Construction Agreement 23-010B between Flagler County and Eastman Aggregate Enterprises, LLC for construction of the Federal Emergency Management Agency (FEMA) Category G – Dune Restoration Project in the Amount of \$9,353,122.39; (2) Second Amendment to the Professional Services Agreement 24-050Q between Flagler County and Moffatt & Nichol for Construction Engineering and Inspection Services (CEI) for the FEMA Category G – Dune Restoration Project in the Amount of \$427,412.00:** Request the Board to approve 1) Twelfth Amendment to the Construction Agreement 23-010B with Eastman Aggregate Enterprises, LLC in the amount of \$9,353,122.39; 2) Second Amendment to the Professional Services Agreement 24-050Q with Moffatt & Nichol in the amount of \$427,412.00; 3) Approve the Unanticipated Revenue Resolution; 4) and Approve a Cash Advance not to exceed \$8,560,000. *(Requested by Hamid Tabassian, PE, DBIA, County Engineer)*
- 7-m) Confirm Appointment of Percy Sayles as Deputy County Administrator:** Request the Board confirm the selection of Percy Sayles as Deputy County Administrator. *(Requested by Charlie Picano, Human Resources Director)*
- 7-n) Ratification of the Thirteenth Amendment to the Construction Agreement 23-010B between Flagler County and Eastman Aggregate Enterprises, LLC for the Northern County Dune Restoration Project in the Amount of \$418,050.00:** Request the Board ratify the Thirteenth Amendment to the Construction Agreement 23-010B with Eastman Aggregate Enterprises, LLC in the amount of \$418,050.00. *(Requested by Ansley Wren-Key, Ph.D., Coastal Engineering Administrator)*
- 7-o) Consideration and Approval of a Cash Advance from the General Fund (1001) to the Tourist Development Beach Restoration Fund (1111), not to exceed \$4,000,000 for on-going Dune Projects:** Approve a cash advance not to exceed \$4,000,000 from the General Fund to Fund 1111. *(Requested by E. John Brower, Financial Services Director and Hamid Tabassian, PE, DBIA, County Engineer)*

8. General Business: None

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: November 3, 2025

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

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

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

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

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

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

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

1. Proclamation Declaring a Local State of Emergency – October 27, 2025
2. Proclamation Declaring a Local State of Emergency – November 3, 2025

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

SUBJECT: Contractor Review Advisory Board Appointment.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: The Commission has received an application from Ms. Jill Snyder to continue serving as the Licensed Swimming Pool/Spa Contractor. The applicant is a Flagler resident and registered voter.

Function: The Contractor Review Board (the "Board") will assist in the proper administration of this Ordinance. The Board shall have the power and authority to discipline Authorized or Certified contractors as set forth in Section 8-15 of this Ordinance.

Membership: Consists of 7 members representing various licensed trades and a consumer member. The members shall not be elected officials or employees of Flagler County or its municipalities. Members shall serve without compensation.

Terms: Four-year terms. Contractor members must remain actively licensed and in good standing with the FL Department of Business and Professional Regulation throughout their term.

Meeting Info: 3rd Wednesday of the month at 5 p.m.
Government Services Complex, Bldg 2, Board Chambers

Staff Liaisons: Ed Rodriguez, License Coordinator (386) 313-4076

Appointment - ExpirationMember

11/06/2021 – 11/06/2025	Licensed Swimming Pool/Spa Contractor Jill Snyder (<i>Appt 11/16/2017</i>)
11/17/2022 – 11/17/2026	Licensed Mechanical or Air Conditioning Contractor William N. Sink (<i>Appt 11/17/2014</i>)
02/06/2023 – 02/06/2027	Consumer Member John Bruce (<i>Initial Term</i>)
08/07/2023 – 08/07/2027	Licensed General, Building, or Residential Contractor Luis Medeiros, Licensed (<i>Appt 08/20/2007</i>)
08/07/2023 – 08/07/2027	Licensed Electrical Contractor William F. Dudley, Jr. (<i>Appt 08/20/2010</i>)
12/18/2023 – 12/18/2027	Licensed Building Contractor Anthony Czerepka (<i>Initial Term</i>)
04/07/2025 – 04/07/2029	Licensed Roofing Contractor Kenneth Reed (<i>Initial Term</i>)

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

FUNDING INFORMATION: N/A

DEPARTMENT CONTACT: Ed Rodriguez, License Coordinator (386) 313-4076

RECOMMENDATION: Request the Board approve the reappointment of Ms. Jill Snyder to the Contractor Review Advisory Board for a four-year term from November 6, 2025 to November 6, 2029.

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

1. Application – Ms. Jill Snyder

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

SUBJECT: Consideration of Approval and Award of Professional Services Agreement for Request for Statements of Qualifications (RSQ) No. 25-079Q for Construction Engineering & Inspection (CEI) Services for Multipurpose Emergency Preparedness Facility Design-Build Project.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: On August 5, 2025, Request for Qualifications (RSQ) No. 25-079Q was issued via www.vendorlink.com, seeking Professional Engineering Services for Construction Engineering and Inspection (CEI) Services for Multipurpose Emergency Preparedness Facility and Eco Discovery Visitors Center Design-Build projects.

On September 4, 2025, two (2) submissions were received, the evaluation committee ranked proposals, and staff is recommending that the county contract with Baxter & Woodman, Inc. for the Flagler County Multipurpose Emergency Preparedness Facility project to provide the CEI Services. The CEI consultants will be responsible for monitoring the Design-Build firm's performance of construction phase services for compliance with contract documents, all regulatory permit requirements and project funding agreements, perform materials sampling and testing for quality assurance, and certify construction phase pay applications.

Staff have reviewed and negotiated the Scope of Services and Fee submitted by Baxter & Woodman, Inc. for providing the CEI Services for the Flagler County Multipurpose Emergency Preparedness Facility Project, an approximately 15,000 square foot facility in the amount of \$208,217. The facility's construction phase will begin in November 2025 with substantial completion by June 30, 2026.

STATEGIC 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.

FUNDING INFORMATION: Funding for this expenditure was included in the FY 2024-25 Budget, and will be included in the annual carry forward process. Funding for this project in the amount of \$10,000,000 comes from a 2024 legislative appropriation.

DEPARTMENT CONTACT: Hamid Tabassian, PE, DBIA, County Engineer (386) 313-4046
Robert Rounds, Purchasing Manager (386) 313-4097

RECOMMENDATIONS: Request the Board approve the Evaluation Committee's recommendation for RSQ 25-079Q, for providing CEI Services by Baxter & Woodman, Inc. for the Flagler County Multipurpose Emergency Preparedness Facility project and approve the Professional Services Agreement in the amount of \$208,217.

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

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

1. RSQ 25-079Q Scoring Tabulation
2. Contract Agreement

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

SUBJECT: Consideration to Authorize the Health and Human Services Department's Housing Services Division to Apply for the Florida Power & Light (FPL) Low-Income Weatherization Program.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: The Florida Power & Light (FPL) Low-Income Weatherization Program provides funding and technical support to assist income-qualified households in reducing energy consumption and improving home energy efficiency. The program includes services such as insulation upgrades, HVAC improvements, weather stripping, and other energy-saving retrofits. Participation in this program will allow the Housing Services Division to expand its support for vulnerable residents by improving the safety, comfort, and affordability of their homes.

There is no local match requirement. If approved, the Health and Human Services Department's (HHS) Housing Services Division will apply to FPL and coordinate with program administrators to identify eligible households and implement services in accordance with FPL's program guidelines. Eligible weatherization costs realized through the Housing Division's SHIP Home Rehabilitation program will be submitted to FPL for reimbursement under this weatherization program, allowing HHS to recoup costs and pool reimbursed funds for future use in areas where funding is limited or may otherwise be beneficial in filling gaps in services.

STRATEGIC PLAN: Focus Area: Public Health & Safety

- Goal 1 – Increase Resident Awareness of Services Available through the Health and Human Services Department
 - Objective PHS 1.1: Provide a range of educational and support programs that promote housing stability and energy resilience.

FUNDING INFORMATION: If approved and awarded, FPL will provide reimbursement to the County for weatherization related services under HHS's SHIP funded Home Rehabilitation program, off-setting or leveraging SHIP funds further. Program funds traditionally used for these services can then be further maximized or extended through these costs. There will be no negative impact on HHS grant funds nor the General Fund. Upon award, staff will return before the Board to appropriate grant funding.

DEPARTMENT CONTACT:

Joseph Hegedus, Director, Health & Human Services Director (386) 586-2324 x3626

RECOMMENDATIONS: Request the Board authorize the Health and Human Services Department to apply for the FPL Low-Income Weatherization Program, additionally authorizing the County Administrator to execute all necessary documents associated with accepting and implementing said contract, including any amendments approved as to form by the County Attorney.

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

1. Program Standards: FPL Low-Income Weatherization Program
2. FPL Low-Income Weatherization (Demand Side Management) Program Contract

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

SUBJECT: Approval of FY 2026 State Aid to Libraries Annual Plan of Service.

DATE OF MEETING: November 3, 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 Annual Plan of Service for 25/26 is due by December 1, 2025, and includes the goals, objectives and activities supported during FY 25/26. The Library Board of Trustees has reviewed and approved the 25/26 Annual Plan of Service.

STATEGIC PLAN:

Focus Area: Effective Government

Goal 3 – Provide an Excellent Customer Experience

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 amount included in the adopted FY 2025-26 Budget is \$20,669.

DEPARTMENT CONTACT: Holly W. Albanese, Library Director/Legislative Liaison 386-446-6763

RECOMMENDATIONS: Request the Board approve and sign the FY 2025/26 State Aid to Libraries Annual Plan of Service.

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

1. 25/26 Annual Plan of Service
2. State Aid Estimate for FY 2025/2026

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

SUBJECT: Consideration of an Underground Easement (Business) Agreement between Flagler County and Florida Power & Light Company.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: Staff are seeking approval of an Underground Easement (Business) Agreement with the Florida Power & Light Company. This easement is required by FP&L to extend power from the existing transformer to the new Maintenance Facility that the Florida Army National Guard is constructing on Flagler County property. This non-exclusive easement is necessary for the construction, operation and maintenance of FP&L underground electric utility facilities.

The Florida Army National Guard has been constructing a new Vehicle Maintenance Shop behind the Flagler Palm Coast Readiness Center, located off FIN Way. The 37,447SF shop will be in support of the Florida Army National Guard. The facility will be utilized to house vehicle maintenance activities, issue and turn-in for peacetime training and ensure equipment is prepared for emergency response and mobilization. The shop will provide the necessary maintenance bays, administrative, maintenance, latrines, tool room, and storage areas required to accomplish required maintenance missions.

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 approve the Underground Easement (Business) Agreement between Flagler County and Florida Power & Light Company.

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

1. Proposed Underground Easement (Business) Agreement with Exhibit "A"

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

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

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: On October 15, 2025, the Flagler County Tourist Development Council (TDC) met for the purpose of considering allocations from the Discretionary Event appropriation. The TDC deliberated on the requests and recommends that the Board of County Commissioners appropriate funds as follows:

\$10,000 Florida Elite Soccer Academy, DBA Sporting Jax Soccer Academy, Florida Elite Winter Invitational, January 24-25, 2026.

\$10,000 Total Discretionary Event Allocations Requested

STRATEGIC PLAN:

Focus Area: Economic Vitality

Goal 1- Increase Visitor Spending in all Tourism Related Sectors

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

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

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

FUNDING INFORMATION: Funding in the amount of \$100,000 (of which \$10,000 has already been previously approved) is included in the Adopted FY 25-26 Budget for Discretionary Events in account number 1110-147-4700-559300-550-55-000-000-548004. Upon approval of the \$10,000 request for this Discretionary Events, a balance of \$80,000 will remain.

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

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

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

1. Funding Request
 - a) Florida Elite Soccer Academy, DBA Sporting Jax Soccer Academy, Florida Elite Winter Invitational, January 24-25, 2026
2. Discretionary Event Available Balance Report
3. TDC October 15, 2025, Meeting Minutes - Draft, Motions Only
4. Funding Agreement

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

SUBJECT: Consideration of a Memorandum of Understanding (MOU) between Flagler County Board of County Commissioners, The Florida Department of Commerce (FloridaCommerce), and SelectFlorida.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: The Florida Department of Commerce (FloridaCommerce) is the State of Florida's economic, community, and workforce development agency. FloridaCommerce combines the state's economic, workforce, and community development efforts, expediting economic development projects to fuel job creation in communities and promote economic resiliency.

SelectFlorida is a direct support agency under the oversight of FloridaCommerce and serves as the State of Florida's official international commerce organization.

These agencies will work to generate economic development leads at the state level and will disseminate leads to Flagler County Economic Development Department that meets a project's stated criteria.

Upon request, SelectFlorida and FloridaCommerce will provide Flagler County Economic Development with information and technical assistance on state-level business incentive programs and other resources that support job growth.

STRATEGIC PLAN:

Focus Area: Economic Vitality

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

DEPARTMENT CONTACT: Amy Lukasik, Tourism Development Director 386-313-4226
Tywan Arrington, Economic Development Manager 386-313-4070

FUNDING INFORMATION: N/A

RECOMMENDATIONS: Staff recommend the approval of the Memorandum of Understanding between Flagler County Board of County Commissioners, FloridaCommerce, and SelectFlorida.

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

1. MOU from FloridaCommerce-SelectFlorida and Flagler County

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

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

DATE OF MEETING: November 3, 2025

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

LOG#	CLERK #	FCID#	AQU DATE	ORIGINAL COST	DESCRIPTION	VIN/SER#	REASON FOR DISPOSAL
26-09	8344	10393	12/04/2019	8460.35	Image PROGRAF TX4000 Printer/Plotter	AFMM00513	End of Useful Service Life

STRATEGIC PLAN:

Focus Area: Effective Government

- Goal 1 – Maintain Financial Stability

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

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

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

ATTACHMENTS: None

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

SUBJECT: Request the Board of County Commissioners approve the Unanticipated Revenue Resolution connected to the reimbursement of expenditures related to the maintenance of the County's accreditation through the Emergency Management Accreditation Program.

DATE OF MEETING: November 03, 2025

OVERVIEW/SUMMARY: Staff are seeking approval of the Unanticipated Revenue Resolution relating to the receipt of funds reimbursing the County for expenses related to the county's maintenance of accreditation through the Emergency Management Accreditation Program (EMAP). The funds are provided by an Agreement with the State of Florida, through its Division of Emergency Management, under the auspices of the Emergency Management Preparedness and Assistance Grant Program.

EMAP is the preeminent emergency management accreditation program in the world, and less than a quarter of Florida's counties have sought and received this recognition. It is a voluntary process of self-assessment and external independent peer review. The EMAP process evaluates an Emergency Management Program's organization, resources, plans, processes, procedures, and capabilities against the current Emergency Management Standard to increase the effectiveness of the Program in protecting the lives and property of the people it serves.

The State of Florida encourages County's to benchmark their Emergency Management programs through the EMAP accreditation process, by providing counties reimbursement for certain incurred expenses, to include the Accreditation Fee.

STRATEGIC PLAN:

Focus Area: Public Health & Safety

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

FUNDING INFORMATION: The allocation of funds, provided under the Agreement, shall be as outlined in the attached Unanticipated Revenue Resolution, and do not require a local match.

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

RECOMMENDATIONS: Request the Board approve the Unanticipated Revenue Resolution.

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

1. Signature Authority Resolution 2022-15
2. State Funded Grant Agreement T0464
3. Unanticipated Revenue Resolution

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

SUBJECT: Consideration of an Easement Agreement with City of Flagler Beach for Reach II Beach Renourishment Project

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: This easement will authorize the County to conduct the Reach II Beach Renourishment Project on properties owned by the City of Flagler Beach. The Reach II project will tie into the non-federal taper of the Army Corps Project from last year, which ended at 7th Street North, and will extend northward to the southern end of Hammock Dunes. The Reach II Project entails constructing a robust beach and dune system using offshore dredged sand and stabilizing the dunes with native vegetation. The project is designed, permitted, and funded. Staff are preparing an RFP to select a contractor, and work is projected to commence in summer of 2026.

Although not part of the Reach II Project, this easement also includes City-owned parcels between 6th Street South and 7th Street North. The previous easement for these parcels granted to the County by the City was a temporary work area easement required by the Army Corps of Engineers and is set to expire November 3, 2025.

The Flagler Beach City Commission is slated to consider this item at its regular meeting on October 23, 2025.

STRATEGIC PLAN:

Focus Area: Effective Government

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

Focus Area: Growth & Infrastructure

 Goal 1 – Provide Quality Fundamental Infrastructure

 Goal 2 – Protect and Manage Natural Resources

 Goal 3 – Preserve & Enhance Cultural, Recreational & Leisure Activities

DEPARTMENT CONTACT: Sean Moylan, Deputy County Attorney

FUNDING INFORMATION: N/A

RECOMMENDATIONS: Request the Board approve the Beach Renourishment Easement Agreement with the City of Flagler Beach.

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

1. Beach Renourishment Easement Agreement with the City of Flagler Beach

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

SUBJECT: Consideration and Approval of the Following Agreements; (1) Twelfth Amendment to the Construction Agreement 23-010B between Flagler County and Eastman Aggregate Enterprises, LLC for construction of the Federal Emergency Management Agency (FEMA) Category G – Dune Restoration Project in the Amount of \$9,353,122.39; (2) Second Amendment to the Professional Services Agreement 24-050Q between Flagler County and Moffatt & Nichol for Construction Engineering and Inspection Services (CEI) for the FEMA Category G – Dune Restoration Project in the Amount of \$427,412.00.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: The FEMA Category G Dune Restoration Project was obligated by FEMA on August 19, 2025, for placement of 115,600 cubic yards of beach compatible sand to the dune system that was lost during Hurricane Milton. The project costs are estimated to be \$9,780,534.39, which include sand and vegetation costs in the amount of \$9,353,122.39 and construction engineering and inspection services in the amount of \$427,412.00. FEMA Public Assistance Funds will pay 75% of the total project costs, and the remaining 25% will be split between the Florida Department of Emergency Management (FDEM) of 12.5%, and Local funds of 12.5%.

The FEMA Category G dune restoration project will include the placement of an average of 6 cubic yards per foot (cy/ft) of sand above the mean highwater line along two eligible areas of the coastline from the River to Sea Preserve to the northern limit of Washington Oaks Gardens State Park, FDEP R-monuments R-2.3 to R-11.8, and from the southern end of Washington Oaks Garden State Park through MalaCompra Park, R-monuments R-15.9 to R-24.3. This project will complete the series of dune projects extending through Reach III and Reach IV in the Beach Management Pla and creating a continuous dune from River To Sea Preserve to Varn Park where the Reach II dredge project will begin in 2026.

The two interim dune restoration projects (R-24.3 to R-46), located south of the main FEMA project, are on track to be completed by mid-November. Eastman Aggregate Enterprises, LLC is currently mobilized and under contract for these projects. In the interest of protecting this vulnerable coastline as quickly as possible against the upcoming nor'easter season, the County intends to use this same contractor for the FEMA project. Utilizing the currently mobilized contractor will allow us to begin work immediately, which is essential for protecting homes and infrastructure from further damage.

The Twelfth Amendment to the Construction Agreement 23-010B between Flagler County and Eastman Aggregate Enterprises, LLC amends the scope of work and cost for construction services associated with the FEMA Cat G Project and adds \$9,353,122.39 and 120 additional calendar days to the contract. The contractor has agreed to honor the optional bid unit price for sand and will waive the mobilization fee.

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

The Second Amendment to the Professional Services Agreement 24-050Q between Flagler County and Moffatt & Nichol amends the scope of services and cost for Construction Engineering and Inspection services associated with the FEMA Cat G Project. The Amendment adds \$427,412 and 120 additional calendar days to the contract. This work will include engineering design and preparation of plans, CEI services, contract administration, inspection, materials sampling and testing, project documentation and certification, construction management services, permit compliance, and final close-out support.

Both original contracts were competitively procured through solicitations meeting the requirements of County Code, State law, and the Federal Code. As explained in the attached procurement memoranda, the proposed amendments to each of the contracts are in response to emergency conditions along the shore and therefore are permitted under Chapter 252.38(3)(a)5, Florida Statutes, and Section 12-34, Flagler County Code of Ordinances. In addition, the immediate threat to life and property posed by the ensuing nor'easter season, after the devastation of Hurricane Milton, would make the delay caused by separately bidding out each reach of the dune project an unacceptable risk. Federal law also permits such emergency procurements in 2 C.F.R. 200.320(c)(3).

STRATEGIC PLAN:

Focus Area: Growth and Infrastructure

- Goal 2- Protect and Manage Natural Resources
 - Objective EV 2.1.1: Protect and renourish the dunes/beaches

FUNDING INFORMATION:

Total Cost	FEMA (75%)	FDEM (12.5%)	Local (12.5%)
\$11,701,500	\$8,776,125	\$1,462,687.50	\$1,462,687.50

Grant funding will be appropriated upon approval of the Unanticipated Revenue Resolution in the Disaster Relief Fund (Fund 1184). The local match in the amount of \$1,462,688 will come from unspent funds in the ½ Cent Sales Tax (Fund 1311) previously allocated in the FY 2024-25 Adopted Budget for Dune Restoration projects. The unspent budget will be carried forward into FY 2025-26. Staff is requesting a cash advance not to exceed \$8,560,000 for cashflow purposes.

DEPARTMENT CONTACT: Hamid Tabassian, P.E., (386) 313-4046

RECOMMENDATIONS: Request the Board to approve 1) Twelfth Amendment to the Construction Agreement 23-010B with Eastman Aggregate Enterprises, LLC in the amount of \$9,353,122.39; 2) Second Amendment to the Professional Services Agreement 24-050Q with Moffatt & Nichol in the amount of \$427,412.00; 3) Approve the Unanticipated Revenue Resolution; 4) and Approve a Cash Advance not to exceed \$8,560,000.

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

1. Twelfth Amendment to Agreement 23-010B with Eastman Aggregate Enterprises, LLC
2. Second Amendment to Agreement 24-050Q with Moffatt & Nichol, Inc.
3. Unanticipated Revenue Resolution
4. Reserve Balance Worksheet

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

SUBJECT: Confirm Appointment of Percy Sayles as Deputy County Administrator.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: County Administrator Heidi Petito is seeking confirmation of the appointment of Percy Sayles as Deputy County Administrator. Mr. Sayles is a dedicated public service professional with over 31 years of experience, including more than 20 years in progressive leadership roles within fire rescue and emergency services, and has previously served as interim Assistant City Manager. Mr. Sayles exemplifies commitment to public service, with a proven track record of leadership, innovation, and operational excellence in fire rescue and emergency medical services. His career is distinguished by strategic vision, effective management, and a dedication to continuous improvement. Mr. Sayles holds a master's degree in Public Administration, a bachelor's degree in Nursing, and associate degrees in Nursing, Fire Science, and Emergency Medical Services. Mr. Sayles began employment with the County on November 29, 2021, serving as the Deputy Fire Chief.

The recent passing of Mr. Jorge Salinas, a key figure in Flagler County's administration, marks a significant transition for the organization. Mr. Sayles brings extensive institutional knowledge and leadership experience, positioning him as a stabilizing force during this period. His skills in prioritizing tasks, delegating responsibilities, and making informed decisions will be essential in ensuring operational continuity and supporting the county's workforce as we navigate through this change.

State of Florida Statute 125.74 (1) (k) states that the County Administrator shall "select, employ, and supervise all non-legal personnel and fill all non-legal vacancies, positions for employment under the jurisdiction of the board. However, the employment of all department heads shall require confirmation by the Board".

Accordingly, the County Administrator requests the Board's confirmation.

FUNDING INFORMATION: Funding for this position is included in the FY 2025-26 Budget. Annual salary will be \$185,000.

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

RECOMMENDATIONS: Request the Board confirm the selection of Percy Sayles as Deputy County Administrator.

ATTACHMENTS: None

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

SUBJECT: Ratification of the Thirteenth Amendment to the Construction Agreement 23-010B between Flagler County and Eastman Aggregate Enterprises, LLC for the Northern County Dune Restoration Project in the Amount of \$418,050.00

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: Due to the erosion that occurred along the coastline in early September during the active construction of the Hammock Dunes HOA dune restoration project, which was approved by the Board on April 7, 2025 to restore approximately 2.3 miles of dune along the coastline between FDEP Range Monuments R-35.1 to R-47.9 within the Hammock Dunes community, additional sand is needed to finish building the dune to the northern limit of the project area. An additional 7500 tons of sand will be needed to complete the last 700 feet of the project and tie into the Reach 3B project which is being constructed to the north, in Ocean Hammock and the Hammock Beach and Golf Resort communities. These two projects overlap and tie-in together to form a continuous dune along the coastline, and in order to fill the gap that has been left in the northern Hammock Dunes project area, additional sand is needed. This additional sand will be funded by FDEP 23FL2 Standard Agreement as an extension of the Reach 3B project and funded at 100% in the amount of \$418,050.00 (see Exhibit "A").

STRATEGIC PLAN:

Focus Area: Growth and Infrastructure

- Goal 2- Protect and Manage Natural Resources
 - Objective EV 2.1.1: Protect and renourish the dunes/beaches

FUNDING INFORMATION: FDEP Agreement 23FL2 to fund \$418,050.00 as additional scope of work for Reach 3B project.

DEPARTMENT CONTACT: Ansley Wren-Key, Ph.D., Coastal Engineering Administrator

RECOMMENDATIONS: Request the Board ratify the Thirteenth Amendment to the Construction Agreement 23-010B with Eastman Aggregate Enterprises, LLC in the amount of \$418,050.00.

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

1. Thirteenth Amendment to Agreement 23-010B with Eastman Aggregate Enterprises, LLC

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

SUBJECT: Consideration and Approval of a Cash Advance from the General Fund (1001) to the Tourist Development Beach Restoration Fund (1111), not to exceed \$4,000,000 for on-going Dune Projects.

DATE OF MEETING: November 3, 2025

OVERVIEW/SUMMARY: Due to the timing of grant reimbursements, there is currently insufficient funding within the Tourist Development Beach Restoration Fund (1111) to account for the necessary cash flow of invoices to be paid. Once reimbursements are received from the granting agency, this cash advance will be paid back to the General Fund (1001).

STRATEGIC PLAN:

Focus Area: Effective Government

- Goal 1 – Maintain Financial Stability

Focus Area: Growth and Infrastructure

- Goal 1 – Provide quality fundamental infrastructure and assets.

FUNDING INFORMATION: Staff are requesting a cash advance not to exceed \$4,000,000, which will be repaid when request for reimbursement is received.

DEPARTMENT CONTACT: E. John Brower, Financial Services Director (386) 313-4036
Hamid Tabassian, P.E., County Engineer (386) 313-4046

RECOMMENDATIONS: Approve a cash advance not to exceed \$4,000,000 from the General Fund to Fund 1111.

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

1. General Fund Reserve Worksheet