

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** April 1, 2025

VIA: Don G. Donaldson, P.E.
County Administrator

FROM: Stephanie Merle
Director of the Office of Management & Budget

REF: 25-0380

**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL**

PERMISSION TO APPLY

1. **Permission to Apply for the Fiscal Year 2025-2026 Florida Inland Navigation District (FIND) Waterway Assistance Program**

- **Requestor** – Environmental Resource Division
- **Granting Agency** – FIND
- **Project Description** – The Fiddler Crab Access, formerly known as the Jensen Beach West Kayak/stand-up paddleboard (SUP) project, aims to enhance public access to water-based recreation by constructing a dedicated kayak/paddleboard launch facility. The project includes a dedicated launch/floating dock, a 200-foot boardwalk, a pavilion, two shade structures, and a crosswalk for access from the existing Jensen Beach Parking area. This project will support eco-tourism, provide improved entry points for paddlers, and enhance connectivity within the Martin County Blue Ways Paddle Trail.
- **Requested Grant Award** – \$350,000
- **Budgetary Impact** – A \$288,000 grant match for construction costs, which is budgeted in the Fiddler Crab Access Capital Improvement Plan (CIP) sheet formerly known as the Jensen Beach West Kayak/SUP access CIP sheet.
- **Annual operating costs** – Staff time to administer the grant and project management.

Alternative Action:

- **Programmatic Implication if not approved** – Lack of grant funding will impact progress towards successful implementation of public access along the Martin County blue ways paddle trail.
- **Financial Fiscal impact if not approved** – Will have to seek alternative funding.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board approve the resolution authorizing the Environmental Resource Division to apply for the 2025-2026 FIND Waterway Assistance Program; and
- Move that the Board authorize the Environmental Resource Manager to be the authorized representative to sign the grant application and other non-monetary documents related to this grant.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

PERMISSION TO ACCEPT

2. **Permission to Accept the Local Agency Program (LAP) Supplemental Agreement No.1 to Contract G3595 for Funds Through the Florida Department of Transportation (FDOT) for the SE Avalon Drive Sidewalk Project (from SE Cove Road to SE Salerno Road)**

- **Agreement/Contract drafted by** – FDOT
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The LAP Supplemental Agreement No. 1 to contract G3595 decreases the grant funding by \$109,784 and decreases the local funds by 177,992. This will reconcile funding for the construction of the SE Avalon Drive Sidewalk Project with the total cost of the project after the bid award of \$1,004,585, \$939,465 grant, and \$65,120 County funds. The SE Avalon Drive Sidewalk Project (from SE Cove Road to SE Salerno Road) includes the construction of 2,584 LF of 6-foot-wide sidewalk on the west side of SE Avalon Drive. It also includes modifications and improvements to the existing drainage, swales, outfall structures, pavement markings, and signage.
- **New/Renewal/Modified** – New
- **Duration** – Martin County agrees to complete the project on or before December 31, 2026 (date of Agreement expiration).
- **Benefits to Martin County** – The Transportation Element of the Comprehensive Plan requires the County provide sidewalk facilities to meet the needs of pedestrians. Policy 5.4A.4 – Construct sidewalks on collectors and arterials. Policy 5.4A.5 – Develop a sidewalk and bicycle facilities improvement program. Policy 5.4A.6 – Prioritize needed sidewalks and bicycle facilities. Policy 5.4A.7 – Identify and seek funding for sidewalk and bicycle facilities.
- **Cost to Martin County** –
 - a. Funds for construction in excess of the programmed funding or attributable to actions that have not received the required approval of FDOT shall not be considered eligible costs and shall be funded with budgeted funds from the FY25 Roads Capital Improvement Plan (CIP) in the amount of approximately \$65,120.00;
 - b. Annual maintenance cost is estimated to be \$2,000 per year; and
 - c. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – None

- **Financial Fiscal impact if not approved** – None

Documents Requiring Action:

- Local Agency Program Supplemental Agreement No.1
- Board Resolution
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the LAP Supplemental Agreement No.1 to contract G3595, and the Martin County Administrator, or designee, to execute any non-monetary and/or time extension grant related documents upon review and concurrence of the Martin County Attorney's Office;
- Move that the Board adopt the Board Resolution to accept the Local Agency Program Agreement; and
- Move that the Board adopt the Budget Resolution to approve the budget decrease.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

3. Permission to Accept the Contract Amendment #1 to the FY25 Mosquito Control Financial Assistance Agreement from the State of Florida, Department of Agriculture and Consumer Services

- **Agreement/Contract drafted by** – Florida Department of Agriculture and Consumer Services – Division of Agricultural Environmental Services
- **Parties to the Agreement/Contract** – Florida Department of Agriculture and Consumer Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Contract amendment #1 serves to amend Section 3.1 of Contract #31576, reducing the funding of FY25 Mosquito Control Agreement by \$6,185.56. Upon execution, contract #31576 will provide state funding in the amount of \$55,670 to the Public Works Department's Mosquito Control Division for the purchase of chemicals used for arthropod control.
- **New/Renewal/Modified** – This is amendment #1 to contract #31576.
- **Duration** – October 1, 2024 through September 30, 2025
- **Benefits to Martin County** – Enables the Mosquito Control Division to purchase chemicals and equipment used for arthropod control.
- **Cost to Martin County** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – None.
- **Financial Fiscal impact if not approved** – Additional Ad Valorem funds may be needed to purchase chemicals.

Documents Requiring Action:

- Mosquito Control State Financial Assistance Recipient Agreement with the Florida Department of Agriculture and Consumer Services (1 copy)

Recommendation:

- Move that the Board authorize the Chair to execute Amendment #1 to the FY25 Florida Department of Agriculture and Consumer Services Financial Assistance Agreement, as well as any future grant related documents with no monetary change implications, upon review and concurrence of the County Attorney's Office.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

4. **Permission to Accept the FY2025-2026 Florida Department of Environmental Protection (FDEP) Wastewater Treatment Facility (WWTF) Sand and Grit Removal Grant**

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – On November 12, 2024, the Utilities and Solid Waste Department was authorized to apply for the FDEP Sand and Grit grant to remove accumulated sand and grit from the North Wastewater Treatment Facility oxidation ditch to ensure the proper and efficient operation of the equipment. An oxidation ditch is a modified activated sludge biological treatment process that removes biodegradable organics.
- **New/Renewal/Modified** – New
- **Duration** – The FDEP grant agreement expires May 31, 2026
- **Benefits to Martin County** – Grant funding in the amount of \$59,437.50 would reduce the County costs to remove accumulated sand and grit from the oxidation ditch by 50%.
- **Cost to Martin County** –
 - a. \$59,437.50 from the FY25 Treatment Division budget; and
 - b. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – The County would be responsible for the full cost of removing sand and grit from the North WWTF oxidation ditch.
- **Financial Fiscal impact if not approved** – If the \$59,437.50 is not approved then Martin County will fund the entire project cost of \$118,875, and no staff time will be required to administer the grant.

Documents Requiring Action:

- Grant Agreement
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the FDEP WWTF Sand and Grit Removal grant agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office; and
- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

5. Permission to Accept the Florida Department of Environmental Protection (FDEP) Grant # NF124 Manatee Pocket Southwest Prong Water Quality Retrofit

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The #NF124 grant agreement will provide \$600,000 for the SW Prong Manatee Pocket Water Quality Retrofit project. This project will feature a treatment train that includes a 0.5-acre wet detention pond, a diversion weir structure, enhanced vegetated channels, a Summit High-Performance Upflow Filter System with bioactive media before discharge, and 1.5 acres of wetland restoration. Once completed, the project is expected to remove approximately 334 pounds of Total Nitrogen and 234 pounds of Total Phosphorus per year from the downstream Manatee Pocket and the Indian River Lagoon.
- **New/Renewal/Modified** – New
- **Duration** – Upon Execution-October 31, 2028
- **Benefits to Martin County** – A 60% reduction in County costs to construct.
- **Cost to Martin County** –
 - a. Approximately \$400,000 budgeted in the Manatee Prong SW Water Quality Retrofit Capital Improvement Plan sheet; and
 - b. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – Lack of grant funding will impact progress toward successful implementation of pollutant load reductions within the Manatee Pocket and Indian River Lagoon.
- **Financial Fiscal impact if not approved** – The Environmental Resource Division will seek alternative funding to accomplish the project.

Documents Requiring Action:

- Grant Agreement
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute FDEP grant #NF124 agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office; and
- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEMS

6. Budget Transfer to Request Funds for Medical Examiner

The County has received a request from St. Lucie County, on behalf of the District 19 Medical Examiner's Office, supporting a salary adjustment for the Medical Examiner and

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the district staff. St. Lucie and Martin counties have conducted a salary study, and in order to maintain industry trends, request a total increase of \$127,857 per year. Martin County's portion of 21.28% will equate to \$36,829 for a full fiscal year and will be included in the Fiscal Year 2026 proposed budget. The Medical Examiner requests an effective date of June 1, 2025, which prorates this fiscal year's share to \$12,276 for Martin County. The Office of Management and Budget requests a Budget Transfer from General Fund Reserves to fund this fiscal year's portion of the Medical Examiner's Request.

Documents Requiring Action:

- Budget Transfer from General Fund Reserves

Recommendation:

- Move that the Board approve the Budget Transfer from General Fund Reserves in the amount of \$12,276 for Fiscal Year 2025 to fund the Medical Examiner's salary adjustment request.

DGD/SM/rp
Attachments

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