

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

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

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

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

REF: 26-0025

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

PERMISSION TO APPLY

1. **Permission to Apply for the FY26 Transportation Alternatives Set-Aside Program (TA) through the Florida Department of Transportation (FDOT) for the Palm Lake Park Sidewalk Connectivity Project**

- **Requestor** – Public Works Department / Capital Projects Division
- **Granting Agency** – FDOT
- **Project Description** – Construction of a proposed 6-foot-wide sidewalk on the perimeter of the greenspace connecting NW Palm Lake Drive and NW Crescent Drive to NW 13th Terrace and NW Federal Highway. The total length of the sidewalk will be 2,900 feet and will include two crosswalks and sidewalk connection points. The existing benches will be removed and replaced with ADA-compliant, accessible benches. The proposed project will serve as the final connecting link from the neighborhood to existing public transit, retail, and grocery stores, providing access for non-drivers.
- **Requested Grant Award** – Total estimated project cost is \$788,625 (\$769,125 in grant funds/ \$19,500 in local funds).
- **Budgetary Impact** – \$19,500 to be funded with FY30 Capital Improvement Funds (CIP).
- **Annual operating costs** –
 - a. Annual maintenance cost is estimated to be \$3,000 per year; and
 - b. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – Identified project to remain unfunded.
- **Financial Fiscal impact if not approved** – Martin County will forfeit \$769,125 in grant funds.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board authorize the Director of the Martin County Public Works Department or designee to apply for the FDOT – Transportation Set-Aside (TA) grant for the Palm Lake Park Sidewalk Connectivity Project; and
- Move that the Board adopt the Board Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

2. Permission to Apply for the FY2026 Florida Safe Routes to School (SRTS) Infrastructure Grant through the Florida Department of Transportation (FDOT) for the NE Rosetree Drive Sidewalk Project

- **Requestor** – Public Works Department / Capital Projects Division
- **Granting Agency** – FDOT
- **Project Description** – Construction of a proposed 6-foot sidewalk on NE Rosetree Drive and NE Lake Avenue that will connect the neighborhood to the existing sidewalk on NE Savannah Road that leads to the entrance of Jensen Beach Elementary School. The project will include updated high-visibility crosswalks, pavement markings, and signage. There are no existing sidewalks, faded crosswalks, and missing safety signage.
The project is a community supported Florida Safe Routes to School Infrastructure project through the FDOT to enable and encourage children, including those with disabilities, to walk and bicycle to school safely.
- **Requested Grant Award** – Total estimated construction cost is \$987,000.
- **Budgetary Impact** – None. Construction will be 100% funded by FDOT if awarded.
- **Annual operating costs** –
 - a. Annual maintenance cost is estimated to be \$2,000 per year; and
 - b. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – The project will remain unfunded.
- **Financial Fiscal impact if not approved** – Martin County will forfeit \$987,000 in grant funds.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board authorize the Director of the Martin County Public Works Department or designee to apply for the Florida Department of Transportation Florida Safe Routes to School Infrastructure grant for the NE Rosetree Drive Sidewalk Project; and
- Move that the Board adopt the Board Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

PERMISSION TO ACCEPT

3. Permission to Accept the FY 2025-26 State-Funded Emergency Management Accreditation Program (EMAP) Grant

- **Agreement/Contract drafted by** – State of Florida Division of Emergency Management
- **Parties to the Agreement/Contract** – State of Florida Division of Emergency Management and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Funding for an Accreditation Program for Martin County Emergency Management that is designed to establish and maintain quality standards by ensuring compliance with predefined criteria.
- **New/Renewal/Modified** – New (contract is awarded annually)
- **Duration** – July 1, 2025 through June 30, 2026
- **Benefits to Martin County** – Grant award of \$45,280. Accreditation ensures that the highest standards of excellence are upheld, promoting trust, credibility, and continuous improvement within Martin County Emergency Management.
- **Cost to Martin County** – No match requirement. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – None.
- **Financial Fiscal impact if not approved** – Ad valorem funding would be redirected from other projects to support this program.

Documents Requiring Action:

- Grant Contract (4 copies)
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the EMAP Grant Agreement T0473;
- Move that the Board authorize the County Administrator or designee to execute any future 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

4. Permission to Accept the State of Florida Department of Health FY26 Emergency Medical Services (EMS) Trust Fund Grant

- **Agreement/Contract drafted by** – There is no longer an agreement. It is now a quarterly disbursement of funds from the State of Florida, Department of Health.
- **Parties to the Agreement/Contract** – The Martin County Board of County Commissioners will be the recipient of the disbursement of funds from the State of Florida, Department of Health.

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- **Purpose of the Agreement/Contract** – Martin County is entitled to 45% of the funds the County deposited into the State EMS Trust Fund for traffic fine surcharges as specified in Section 401.113(1), Florida Statutes, for the period between July 1, 2024 and June 30, 2025. The EMS Trust Fund was established for the purpose of funding equipment and training to enhance Emergency Medical Services at the local level.
- **New/Renewal/Modified** – There is no agreement required.
- **Duration** – Date of execution through September 30, 2026
- **Benefits to Martin County** – Quarterly disbursement of \$6,304.95 enables the County to enhance the delivery of emergency medical services through the purchase of new equipment that is not otherwise budgeted.
- **Cost to Martin County** – No funding match requirement.

Alternative Action:

- **Programmatic Implication if not approved** – Unable to purchase unbudgeted new EMS technology/equipment.
- **Financial Fiscal impact if not approved** – Martin County will not receive traffic fine surcharge money that it is entitled to.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

DGD/SM/rp
Attachments

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