

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners
DATE: October 6, 2020

VIA: Taryn Kryzda
County Administrator

FROM: Jennifer Manning
Director of the Office of Management & Budget

REF: 20-0368
SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL

PERMISSION TO ACCEPT

1. **PERMISSION TO ACCEPT THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY19 SECTION 5307 URBANIZED AREA FORMULA GRANT**

- **Agreement/Contract drafted by** – FTA and Claudette Mahan, Transit Manager
- **Parties to the Agreement/Contract** – FTA and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$1,079,969. This is an annual FTA formula grant authorized under Title 49 U.S.C. Chapter 53 Section 5307 and will be used to fund the Martin County Public Transit Service (MARTY). This grant includes operating funds in the amount of \$629,000; \$345,969 towards the purchase of an ADA accessible bus; \$90,000 for project administration; and 1% (\$15,000) capital budget for security as required by the United States Code.
- **New/Renewal/Modified** – This is a new contract that is awarded annually.
- **Duration** – Date of execution until funds are expended.
- **Benefits to Martin County** – This grant helps purchase new buses and provides operating funds for the Marty. The Martin County Public Transit service provides an alternative mode of transportation to Martin County residents.
- **Cost to Martin County** – A grant match of \$629,000 is required. The FY19 State Public Transportation Block Grant of \$285,113 (has already been received) will be used as match as well as \$343,887 from the General Fund that is included in the transit operating budget. Staff time to administer the grant.

On May 19, 2020 Martin County Board of Commissioners approved permission to apply.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Marty services would need to be reduced.
- **Financial Fiscal impact if not approved** – Martin County is a designated recipient of FTA Section 5307 funds, designated by the governor of the State of Florida. As a designated recipient of Section 5307 funds the County is eligible to receive State Public Transportation Block grant funds, FTA Section 5311 and FTA Section 5339

funds. If the County chooses not to accept the FTA Section 5307 funds, the County forfeits all the above-mentioned grants and would have to decrease its public transit services accordingly.

DOCUMENTS REQUIRING ACTION:

- Grant Contract
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the County Administrator or designee to execute electronically the 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

2. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) FY21 GRANT 434660-1-84-01 FOR THE MARTIN COUNTY TRANSIT CORRIDOR TREASURE COAST EXPRESS SERVICE – ROUTE 20X

- **Agreement/Contract drafted by** – Florida Department of Transportation (FDOT)
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$350,000 for operating assistance for the Treasure Coast Express-Route 20X, a regional commuter route.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – End date is 12/29/2023
- **Benefits to Martin County** – The Treasure Coast Express/Route 20X provides Martin County residents a limited stop public transit bus service between Martin and Palm Beach County (VA Hospital).
- **Cost to Martin County** – Staff time to administer the grant. No County match is required for this grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Service would be discontinued, reduced or Martin County Board could continue the service with County funds.
- **Financial Fiscal impact if not approved** – Martin County would not receive \$350,000 to support the continuation of the Express Bus Service to Palm Beach County (VA Hospital).

DOCUMENTS REQUIRING ACTION:

- Grant Contract
- Budget Resolution
- Board Resolution

RECOMMENDATION:

- Move that the Board authorize the Martin County Administrator or designee to execute the Public Transportation Grant Agreement;

- Move that the Board authorize the Martin County Administrator or designee, to authorize any non-monetary Supplemental Agreements and/or time extensions upon review and approval of the Martin County Attorney's Office;
- Move that the Board adopt the Resolution; and
- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

3. PERMISSION TO ACCEPT THE STATE OF FLORIDA DEPARTMENT OF HEALTH FY21 EMERGENCY MEDICAL SERVICES (EMS) TRUST FUND GRANT

The Board has received their annual Florida Emergency Medical Services Trust Fund Grant award. The total amount awarded for FY20 is \$22,479 and represents 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, 2019 and June 30, 2020. Approximately \$4,046 will be provided to the City of Stuart for their pre-hospital EMS system.

- **Agreement/Contract drafted by** – State of Florida, Department of Health.
- **Parties to the Agreement/Contract** – State of Florida, Department of Health and the Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Funding for equipment and training to enhance Emergency Medical Services.
- **New/Renewal/Modified** – This is a new contract.
- **Duration**: Date of execution through September 30, 2021.
- **Benefits to Martin County** – Grant award of \$22,479 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. Staff time to administer the grant.

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:

- Request for Grant Fund Distribution
- Budget Resolution
- Board Resolution

RECOMMENDATION:

- Move that the Board approve the Board Resolution;
- Move that the Board authorize the Chair or designee to execute the Request for Grant Fund Distribution; and
- Move that the Board approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

4. PERMISSION TO ACCEPT THE SAND AND GRIT REMOVAL GRANT – AMENDMENT 2

- **Agreement/Contract drafted by** – State of Florida Department of Environmental Protection.
- **Parties to the Agreement/Contract** – State of Florida Department of Environmental Protection and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Martin County (Grantee) has documented sand and grit at the Wastewater Treatment Plant. Removing the sand and grit will restore the capacity of the system and it will also improve treatment and increase the plant's efficiency.
- **New/Renewal/Modified** – Modified
- **Duration** – November 1, 2019 through April 30, 2021.
- **Benefits to Martin County** – Grant funding initially provided \$58,136.50 for this project. This amendment provides an additional \$18,890.00 for the total award of \$77,026.50. The total project will cost \$154,053.00 and it will allow the County to remove at least 80% of the volume of sand and grit from each tank that has at least 10% sand and grit by volume at the County's wastewater treatment facility.
- **Cost to Martin County** – The agreement requires at least a 50% match on the part of the County. The County has already provided a match in the amount of \$58,136.50 and will be responsible for an additional \$18,890.00 from Utilities Reserves and staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – None
- **Financial Fiscal impact if not approved** – The match of 50% will not be required. There will be no offset to the cost of the project and no staff time will be required to administer this grant.

DOCUMENTS REQUIRING ACTION:

- Grant Contract Amendment 2
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman and or designee to execute the State of Florida Department of Environmental Protection grant agreement Amendment 2 as well as any non-monetary grant related documents upon review and concurrence of the County Attorney's Office;
- Move that the Board adopt the Budget Resolution; and
- Move that the Board approve a budget transfer from the Utilities Reserves to the grant fund in the amount of \$18,890.00.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

5. PERMISSION TO ACCEPT THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)

- **Agreement/Contract drafted by** – Florida Department of Law Enforcement
- **Parties to the Agreement/Contract** – Florida Department of Law Enforcement, Martin County Board of County Commissioners, and Martin County Health and Human Services

- **Purpose of the Agreement/Contract** – Grant award of \$61,645 to support Martin County Juvenile Diversion Programs’ staff and services.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – January 1, 2021 – September 30, 2021
- **Benefits to Martin County** – Enables the County to expand and continue to support Juvenile Diversion programming, including Delinquency Diversion programs and Juvenile Drug Court. This program will allow Martin County to better serve a high-needs juvenile population and help connect them to the services they need in an effort to avoid incarceration, reduce recidivism, and help maintain public safety.
- **Cost to Martin County** – Staff time to administer grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Juvenile Diversion Programs will not be able to provide financial assistance for support services. The program will only be able to provide case management services and connect clients to available services.
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- Acceptance of Federal Funding Assistance
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the JAG Acceptance of Federal Funding Assistance 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 RESOLUTION TO FUND THE OPERATION OF THE JENSEN BEACH MOORING FIELD

The Parks and Recreation Department is requesting \$94,059 to start-up and operate the Jensen Beach Mooring Field beginning October 1, 2020.

The budget includes an initial operating budget and one-time start-up costs estimated at \$94,059. The one-time costs are to fund the purchase of a dingy tender and trailer, and office equipment and furniture for a Harbormaster. It is estimated that the mooring field will collect \$94,059 in revenue in its first year of operation.

The operating budget includes recurring costs to fund one Full Time County Position- Harbormaster (currently existing position) and one contractual position. These positions were recommended in the Mooring Field Business plan by the Mooring Field Consultant. Staff will report to the Senior Park Manager at Indian Riverside Park.

A Budget Resolution is required to adopt the Jensen Beach Mooring Field budget into the

BCC MEETING DATE: October 13, 2020
AGENDA ITEM: DEPT-1

FY21 Parks Operating Budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution

REVIEWED BY COUNTY ATTORNEY'S OFFICE

7. BUDGET RESOLUTION TO FUND THE OPERATION OF SEASIDE CAFÉ AT STUART BEACH

The Parks and Recreation Department is requesting to create a budget of \$246,003 to start-up and operate the Seaside Café located at Stuart Beach beginning October 1, 2020.

The budget includes an initial operating budget and one-time start-up costs estimated at \$246,003. The start-up costs are to fund café signage, point of sale equipment, small wares for the kitchen and bar, chairs, tables and barstools for the dining area, beach chairs and umbrellas for beach chair service and for office equipment and furniture for the Manager. It is estimated that the Seaside Café will collect \$246,003 in revenue in its first year of operation and offset 100% of its operating costs.

The operating budget includes recurring costs to fund one Full Time County Position-Food and Beverage Manager (currently existing position) that will be cost shared with Sand Dune Café. The remaining staff will be contractual positions. The Food and Beverage Manager will report to the Senior Park Manager at Indian Riverside Park.

A Budget Resolution is required to adopt the Seaside Café budget into the FY21 Parks Operating Budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

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