

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** November 6, 2018

VIA: Taryn Kryzda
County Administrator

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

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

GRANT ITEMS – PERMISSION TO APPLY

1. PERMISSION TO APPLY FOR THE VISIT FLORIDA RED TIDE MARKETING GRANT

- **Requestor** – Martin County Office of Tourism & Marketing
- **Granting Agency** – Visit Florida
- **Project Description** – As directed by Governor Rick Scott, VISIT FLORIDA created a \$500,000 emergency grant program to assist local tourism development boards in counties affected by the naturally-occurring red tide. On October 22, VISIT FLORIDA expanded the program, increasing the amount of funding available to \$1 million for the following counties: Collier, Lee, Charlotte, Sarasota, Manatee, Hillsborough, Pinellas, St Lucie, Martin, Palm Beach, Broward and Miami-Dade. Grant funds are to assist local tourism development boards with increasing visitation once red tide has subsided through advertising (print, broadcast, digital, social media or out of home), direct mail, brochure production, website development, as well as other related projects/programs.
- **Requested Grant Award** – \$59,987.15
- **Budgetary Impact** – none
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – none at this time.
- **Financial Fiscal impact if not approved** – current funds are being redirected to offset negative perception of our area due to ongoing environmental issues.

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize the Martin County Office of Tourism and Marketing to apply for the Visit Florida Red Tide Marketing Grant.

GRANT ITEMS – PERMISSION TO ACCEPT

2. PERMISSION TO ACCEPT THE INDIAN RIVER LAGOON NATURAL ESTUARY PROGRAM (IRLNEP) AGENCY COST SHARE AGREEMENT FOR THE WILLOUGHBY CREEK STORMWATER QUALITY IMPROVEMENT PROJECT

- **Agreement/Contract drafted by:** Indian River Lagoon Council
- **Parties to the Agreement/Contract:** Indian River Lagoon Council and the Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract:** To provide funding for this project up to \$260,000.
- **New/Renewal/Modified:** New
- **Duration:** Martin County agrees to complete the Project on or before September 30, 2019 (date of Agreement expiration).
- **Benefits to Martin County:** Willoughby Creek has been identified as a major contributor of high concentrations of nitrogen, phosphorus and copper by the South Florida Water Management District (SFWMD) water quality monitoring program. This project proposes an estimated 10-acre Stormwater Treatment Area (STA), and wet detention system with control structures on a combination of Martin County Golf Course, School Board and Martin County properties in order to provide water quality treatment to an upstream contributing basin that includes B&A Industrial Park and Flea Market, the Martin County Fairgrounds, Golf Course, Airport, Field Operations, and School Board facilities. This grant will fund a portion of the construction of the project, which is currently estimated at approximately \$2,000,000. The project will assist the County in meeting its obligations set forth in the St. Lucie River and Estuary Basin Management Action Plan (BMAP).
- **Cost to Martin County:** Estimated annual operating and maintenance costs for Stormwater Treatment Areas (STA) are between \$1,000 to \$1,200 / acre of STA, per year; the estimated maintenance cost for this project is \$7,500 / year; staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The project is delayed or more Stormwater MSTU funds will need to be used to complete the project. If the project is delayed the County's requirement to meet the mandated TMDL / BMAP program is jeopardized.
- **Financial Fiscal impact if not approved** – Additional Stormwater MSTU, in the amount of the grant, \$260,000 will need to be used to keep the project on schedule.

DOCUMENTS REQUIRING ACTION:

- IRLNEP Agency Cost Share Agreement
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the IRLNEP 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.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

3. PERMISSION TO ACCEPT THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION 2018-19 ARTIFICIAL REEF CONSTRUCTION GRANT SIROTKIN REEF

- **Agreement/Contract drafted by** – Florida Fish and Wildlife Conservation Commission (FFWCC)
- **Parties to the Agreement/Contract** – FFWCC and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – On April 10, 2018 Coastal Engineering was authorized to apply for the FFWCC construction grant for the Artificial Reef Program to construct three artificial reefs. The Grant award of \$60,000 is to enhance three existing artificial reefs that create a dive trail in the Sirotkin Reef site, which connects the Tetrahedron Reef "Black" to the Concrete Railroad Tie Stack Reef.
- **New/Renewal/Modified** – This is a new contract that is awarded annually.
- **Duration:** September 01, 2018 through August 31, 2019
- **Benefits to Martin County** – Enables the County to enhance the Artificial Reef program.
- **Cost to Martin County** – Match of \$25,000 from the Artificial Reef CIP, and staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The 3 additional Artificial Reefs will not be constructed.
- **Financial Fiscal impact if not approved** – No staff time will be required to implement or administer this grant. The match of \$25,000 will not be required.

DOCUMENTS REQUIRING ACTION:

- Grant Contract
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman and/or designee to execute the FFWCC 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.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

4. PERMISSION TO ACCEPT THE STATE OF FLORIDA DEPARTMENT OF HEALTH FY19 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 FY19 is \$21,476 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, 2017 and June 30, 2018. Approximately \$3,800 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, 2019.
- **Benefits to Martin County:** Grant award of \$21,476 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. Administrative time to prepare quarterly progress reports.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The County will be 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:

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

RECOMMENDATION:

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

APPROVED AS TO FORM & LEGAL SUFFICIENCY

OTHER OMB – FUND BALANCE

5. RESOLUTIONS TO AMEND THE BUDGET FOR UTILITIES SPECIAL ASSESSMENT PROJECTS IN FISCAL YEAR 2018 AND 2019

On 9/27/18, the County received proceeds from a loan for a septic to sewer special assessment project, North River Shores Phase 2. Based on the closing documentation and the advice of the bond counsel, the Fiscal Year 2018 budget for the North River Shores Phase 2 project needs to be amended to place the debt proceeds in a specialized capital project fund and, in part, in a debt service fund. A FY18 budget resolution is required to accomplish the necessary changes.

Additionally, in order to assure an uninterrupted funding for ongoing special assessment projects and/or final payments on certain projects, a fund balance forward budget resolution from Fiscal Year 2018 to 2019 is necessary. The following projects had balances remaining in Fiscal Year 2018:

314,300	Special Assessment Preliminary Planning
4,496	Old Palm City Assessment
246,000	North River Shores II – Utilities Fund
4,576,801	North River Shores II – Capital Fund
5,141,597	TOTAL

Documents Requiring Action:

- Two (2) Budget Resolutions

Recommendation:

- Move that the Board approve the budget resolution to amend the Fiscal Year 2018 budget for the North River Shores Phase 2 project; and
- Move that the Board approve the budget resolution for the Fiscal Year 2019 fund balance forward resolution for the Utilities special assessment projects.

APPROVED AS TO FORM & LEGAL SUFFICIENCY