

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

---

**TO:** Honorable Members of the Board of County Commissioners **DATE:** August 20, 2019

**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 FY 2018 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG)**

- **Requestor** – Health and Human Services
- **Granting Agency** – Florida Department of Law Enforcement
- **Project Description** – The County recently received notification that the Florida Department of Law Enforcement (FDLE) anticipates their annual Edward Byrne Memorial Justice Assistance Grant (JAG) Program award from the United States Department of Justice (USDOJ). FDLE has allocated \$64,782.00 for the County from JAG fiscal year 2018 funding. Before the County can apply for the funds, a Certificate of Participation Letter must be signed by the Chairman and submitted to FDLE. The Certificate of Participation must also include the identification of a grant coordinator who is responsible for submitting the application and coordinating with other units of government to reach a minimum agreement of 51% of municipalities within the County for the expenditure of the funds. Staff is requesting Board approval to appoint Philip Ratchford, the Grant Administrator for Health and Human Services, as the grant coordinator.
- **Requested Grant Award** - \$64,782.00
- **Budgetary Impact** – None
- **Annual Operating Costs** – Staff time to administer grant.

**DOCUMENTS REQUIRING ACTION:**

- Certificate of Participation
- Letter of Support for the expenditure of the JAG funds

**RECOMMENDATION:**

- Move that the Board appoint Philip Ratchford as the JAG Program Coordinator and authorize him as the JAG Coordinator to apply for the FDLE JAG Program grant; and
- Move for the Board to authorize the Chairman or designee to sign the Certificate of Participation Letter; and
- Move for the Board to authorize the Chairman or designee to sign a Letter of Support for the expenditure of the JAG funds

**GRANT ITEMS - PERMISSION TO ACCEPT**

**2. PERMISSION TO ACCEPT THE FEDERAL AVIATION ADMINISTRATION (FAA) AIRPORT IMPROVEMENTS PROGRAM (AIP) GRANT NUMBER 3-12-0076-022-2019 FOR AIRPORT MASTER PLAN UPDATE & MASTER STORWATER PLAN**

- **Agreement/Contract drafted by** – Federal Aviation Administration
- **Parties to the Agreement/Contract** – FAA and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$570,135 for the Airport Master Plan Update & Master Stormwater Plan which needs to be updated every 5 to 7 years. The last update was conducted in 2011 and approved in 2012.
- **New/Renewal/Modified** – This is a new contract.
- **Duration:** Date of execution to 09/10/2023
- **Benefits to Martin County** –Federal Aviation Association grant will cover 90% of the total cost of \$633,483 required to update the Master Plan and Stormwater Plan.
- **Cost to Martin County** – Local Share in the amount of \$31,674.15 will be provided from the Airport Enterprise Fund. There is no associated operating cost.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Airport will need to reprogram funding which would increase project time and cost.
- **Financial Fiscal impact if not approved** Airport will need to allocate approximately \$31,674.15 for the update of the Master Plan & Stormwater Plan.

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract (3 copies)
- Budget Resolution (4 copies)

**RECOMMENDATION:**

- Move that the Board authorize the Chairman, and/or designee, to execute the FAA grant 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 FEDERAL TRANSIT ADMINISTRATION (FTA) FY18 SECTION 5307 URBANIZED AREA FORMULA GRANT**

- **Agreement/Contract drafted by** – FTA and Public Works Department, Transit Division
- **Parties to the Agreement/Contract** – FTA and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$1,029,632. 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 \$569,335; \$297,835 towards the purchase of an American Disabilities Act (ADA) accessible bus; \$152,165 for project administration; and 1% (\$10,297) 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 \$569,335 is required. The FY18 State Public Transportation Block Grant of \$259,934 (that has already been received) will be used as match as well as \$309,401 from the General Fund that is included in the transit operating budget. Staff time to administer the grant.

**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 the FY18 Section 5307 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 FEDERAL TRANSIT ADMINISTRATION (FTA) FY18 SECTION 5339 – BUS AND BUS FACILITIES URBANIZED FORMULA GRANT**

- **Agreement / Contract drafted by** - FTA and Public Works Department, Transit Division
- **Parties to the Agreement/Contract** - FTA and Martin County Board of County Commissioners (County)
- **Purpose of the Agreement/Contract** - Grant award of \$125,165. This is an annual FTA formula grant authorized under 49 U.S.C 5339 and will be used to partially fund the purchase of an American Disabilities Act (ADA) accessible bus to be used for the Martin County Public Transit service (Marty).
- **New/Renewal/Modified** - New/Annual
- **Duration**- Date of award until funds are expended.
- **Benefits to Martin County** - This grant helps purchase a new bus for the Marty. The Martin County Public Transit service provides an alternative mode of transportation to Martin County residents.
- **Cost to Martin County** - Staff time to administer grant.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – This grant will be combined with other grants in order to purchase a new bus. If this grant is not accepted, then the purchase of a new bus would be delayed until other grants could be received, or Martin County would need to provide the funds.
- **Financial fiscal impact if not approved** – This grant is combined with other grants in order to purchase a new bus. If this grant is not accepted, then the purchase of a new bus would be delayed until other grants could be received, or Martin County would need to provide the funds.

**DOCUMENTS REQUIRING ACTION:**

- Execute Grant Agreement
- Budget Resolution

**RECOMMENDATION:**

- Move that the Board authorize the County Administrator or designee to execute the FY18 Section 5339 agreement 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.

**APPROVED AS TO FORM & LEGAL SUFFICIENCY**

**5. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) BEACH MANAGEMENT FUNDING ASSISTANCE PROGRAM GRANT #20MI3 FOR THE ST. LUCIE INLET MANAGEMENT PLAN IMPLEMENTATION**

- **Agreement/Contract drafted by** – Florida Department of Environmental Protection
- **Parties to the Agreement/Contract** – Florida Department of Environmental Protection and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – On July 24, 2018, staff received permission to apply for FDEP funding for the St. Lucie Inlet. Staff is requesting authorization to accept the grant award of \$1,153,514 (75%) for funding this project that consists of design, reimbursement of construction funds and 2019 permit required monitoring from FDEP for the St. Lucie Inlet Management Plan implementation. The Martin County share is of \$384,505 (25%), which is programmed in the Coast Capital Improvement Program.
- **New/Renewal/Modified** – This is a new contract.
- **Duration:** January 1, 2018 through June 30, 2024
- **Benefits to Martin County** – New work covered in this request includes the permit-required construction and monitoring for St. Lucie inlet management projects.
- **Cost to Martin County** – Staff time to administer the Grant and the new total Martin County share of \$384,505, programmed in the St. Lucie Inlet CIP.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Effective implementation of the Inlet Management Plan would be put in jeopardy based on a lack of adequate funding for upcoming projects.
- **Financial Fiscal impact if not approved** – Funding for the implementation of the Inlet Management Plan would be the County's sole responsibility.

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract
- Budget Resolution

**RECOMMENDATION:**

- Move that the Board authorize the Chairman or designee to execute the FDEP grant 20MI3, as well as to authorize the County Administrator or designee to approve 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.

**APPROVED AS TO FORM & LEGAL SUFFICIENCY**

**OTHER OMB ITEMS**

**6. STATE FY19/20 TRANSPORTATION DISADVANTAGE PLANNING GRANT FOR THE MARTIN METROPOLITAN PLANNING ORGANIZATION (MPO)**

As the Official Planning Agency for Martin County the Martin MPO receives financial assistance from the Florida Department of Transportation, Commission for the Transportation Disadvantaged. This funding is allocated on an annual basis. This budget resolution is to accept the State FY19/20 allocation of \$22,721.00 of State Transportation Disadvantaged funds to fund the Martin MPO.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution for State FY19/20 funding allocation for the MPO.

**APPROVED AS TO FORM & LEGAL SUFFICIENCY**

**7. 2020 FISCAL POLICY UPDATE**

The Board is required to update the County's fiscal policies to address changes and revisions. The policies reflect long and short-term objectives, clarification of descriptive terms and revision of pertinent dates. The FY2020 Fiscal Policy was approved May 7, 2019.

There are minor changes in the Procurement Delegation Policy in Brief being requested by the Board for the FY2020 Fiscal Policy.

**DOCUMENTS REQUIRING ACTION:**

- FY20 Fiscal Policy

**RECOMMENDATION:**

- Move that the Board approve the updated FY20 Fiscal Policy.

**8. ADJUSTMENTS TO THE FISCAL YEAR 2019 BUDGET**

The Office of Management and Budget (OMB) is requesting approval to modify the fiscal year 2019 budget in accordance with Generally Accepted Accounting Principles (GAAP). These adjustments are necessary to align revenues and expenditures to reflect activities related make corrections, budgeted transfers, and budget transfer from reserves as follows:

**A. BUDGET RESOLUTION TO ACCEPT REVENUES RECEIVED FOR PARKS:**

During fiscal year 2019, the Parks and Recreation Department received additional park fee revenues at Sand Dune Café in the amount of \$18,500. A Budget Resolution is required to appropriate the unanticipated revenues into the FY19 budget.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board approve the Budget Resolution.

**B. BUDGET RESOLUTION TO RECOGNIZE UNANTICIPATED REVENUES FROM FEES COLLECTED IN THE COURT FACILITIES FEE FUND**

The County anticipates receiving \$80,000 additional dollars from fees collected from a \$30 surcharge under the Court Facilities Fee Fund. The funds collected are to be used to fund State Court facilities. This is pursuant to F.S. 318.18(13)(a).

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board approve the budget resolution to increase the Court Facilities Fee Fund for additional fees collected.

**C. REQUEST FOR FUNDS FROM FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) REIMBURSEMENT**

After construction of the Veteran's Memorial Bridge was complete, Martin County received reimbursement for unspent County funds. Public Works is requesting that \$100,000 of this funding be transferred to the Traffic Division's Operating Budget in order to implement the temporary traffic safety measures that have been requested by the Board. The funding will be utilized to purchase and install temporary traffic control equipment to test potential solutions before permanent infrastructure improvements are made. The temporary equipment will be moved to new locations when permanent improvements are funded.

**DOCUMENTS REQUIRING ACTION:**

- Budget Transfer from Gas Tax – Reserves

**RECOMMENDATION**

- Move that the Board authorize the Budget Transfer from Gas Tax – Reserves in the amount of \$100,000 to fund the purchase and installation of equipment to implement temporary traffic safety measures.