

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners    **DATE:** September 16, 2025

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

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

**REF:** 25-0684

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

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**PERMISSION TO APPLY**

1. **Permission to Apply for the Florida Department of State, Division of Library and Information Services Annual State Aid to Libraries Grant for 2026**

- **Requestor** – Martin County Library System
- **Granting Agency** – Florida Department of State, Division of Library and Information Services (State Library)
- **Project Description** – The State Library annual grant will continue funding a full time Library Specialist position as approved by the Martin County Board of County Commissioners on June 24, 2015. This grant is awarded annually to provide funding for managing and coordinating free library services to Martin County residents.
- **Requested Grant Award** – \$85,005 (Estimate provided by the State Library. A budget resolution for the final amount will be presented to the Board for approval when the grant is awarded).
- **Budgetary Impact** – Operating funds for an existing full-time library position.
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – Additional funds will not be available to provide additional staffing for public services.
- **Financial Fiscal impact if not approved** – Additional funds will not be available to provide additional staffing for public services.

**Documents Requiring Action:**

- State Aid to Libraries Grant Agreement
- Certification of Hours, Free Library Service, and Access to Materials
- Certification of Credentials – Single Library Administrative Head
- 2026 Services Plan

**Recommendation:**

- Move that the Board authorize the Chair to sign the State Aid to Libraries Grant Agreement and any other documents related to this grant;
- Move that the Board authorize the Chair to sign the Certification of Hours, Free Library Service and Access to Materials;
- Move that the Board authorize the Chair to sign the Certification of Credentials – Single Library Administrative Head; and
- Move that the Board approve the 2026 Services Plan.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

2. **Permission to Apply for the Fiscal Year 2025-2026 Florida Department of Environmental Protection (FDEP) Water Quality Improvement Grant for Martin County's Septic to Sewer Program**

- **Requestor** – Utilities & Solid Waste Department
- **Granting Agency** – FDEP
- **Project Description** – The Martin County Board of County Commissioners has launched a 10-year program to eliminate on-site septic systems, prioritizing projects that impact the Indian River Lagoon and St. Lucie Estuary. This grant proposal aims to reduce nutrient runoff while lowering costs for about 2,000 properties to connect to vacuum or grinder sewer systems. The grants will make the project more affordable and incentivize homeowners to connect to the central sewer system by providing a \$1,000 reduction in connection costs.
- **Requested Grant Award** – \$2,000,000
- **Budgetary Impact** – The total estimated cost of the project is \$65,000,000. Utilities previously received grant awards of \$31,000,000 and have reduced estimated infrastructure construction costs to \$34,000,000. A \$1,000,000 grant match to reduce on-site residential connection costs is budgeted in the Utilities and Solid Waste Capital Improvement Plan (CIP).
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – Lack of grant funding will impact the acceleration of projects to increase environmental protection and increase residential cost to connect.
- **Financial Fiscal impact if not approved** – Utilize CIP budgeted utility fees or seek alternative funding.

**Documents Requiring Action:**

- None

**Recommendation:**

- Move that the Board authorize the Utilities and Solid Waste Director or designee to apply for the FDEP Water Quality Improvement Grant program funding and sign other non-monetary documents related to this grant upon review and concurrence of the County Attorney's Office.

**PERMISSION TO ACCEPT**

**3. Permission to Accept Funding from the Florida Inland Navigation District (FIND) for Derelict Vessel Removal Funds**

- **Agreement/Contract drafted by** – FIND
- **Parties to the Agreement/Contract** – FIND and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$88,492.50 for reimbursement of removal and destruction of derelict vessels from the Martin County Waterways.
- **New/Renewal/Modified** – New (contract is awarded annually)
- **Duration** – Previous twelve months
- **Benefits to Martin County** – Reduce the County’s costs for removing derelict vessels from Martin County waterways by utilizing available grant funding.
- **Cost to Martin County** – Expense has already occurred; approval of the grant funds will offset 75% of the expended costs associated with seventeen previously removed and destroyed vessels.

**Alternative Action:**

- **Programmatic Implication if not approved** – The County will not be reimbursed for the removal.
- **Financial Fiscal impact if not approved** – Martin County will be responsible for 100% of the removal costs, which have already been incurred.

**Documents Requiring Action:**

- Small-Scale Derelict Vessel Removal Project Agreement (4 copies)
- Budget Resolution

**Recommendation:**

- Move that the Board authorize the Chair to execute the Small-Scale Derelict Vessel Removal Project Agreement;
- 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 Contract Between Martin County Transit, A Division of Senior Resource Association (MCT) and the Martin County Board of County Commissioners to Provide 10% Local Match to the Transportation Disadvantaged Innovative Service Development (ISD) Grant**

- **Agreement/Contract drafted by** – Martin Metropolitan Planning Organization (MPO) and reviewed by Martin County Attorney’s Office
- **Parties to the Agreement/Contract** – MCT and Martin County Board of County Commissioners (BOCC)

**BCC MEETING DATE:** September 23, 2025  
DEPT-1

- **Purpose of the Agreement/Contract** – For the County to supply local match funds equal to ten percent (10%) of the Transportation Disadvantaged (TD) ISD grant.
- **New/Renewal/Modified** – New
- **Duration** – July 1, 2025 - June 30, 2026
- **Benefits to Martin County** – 10% local match qualifies MCT to receive 90% grant funds from the State that are needed to provide TD ISD services.
- **Cost to Martin County** – \$75,000 budgeted in MPO operating budget.

**Alternative Action:**

- **Programmatic Implication if not approved** – None.
- **Financial Fiscal impact if not approved** – None.

**Documents Requiring Action:**

- Agreement between Martin County BOCC and MCT

**Recommendation:**

- Move that the Board authorize the Chair to execute the Agreement to provide the local match to the MCT TD ISD Grant, G3F29.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

5. **Permission to Accept the Contract Between Martin County Transit, A Division of Senior Resource Association (MCT) and the Martin County Board of County Commissioners to Provide 10% Local Match Plus the Current Approved Overmatch to the Transportation Disadvantaged Trip & Equipment (T&E) Grant**

- **Agreement/Contract drafted by** – Martin Metropolitan Planning Organization (MPO) and reviewed by Martin County Attorney's Office
- **Parties to the Agreement/Contract** – MCT and Martin County Board of County Commissioners (BOCC)
- **Purpose of the Agreement/Contract** – For the County to supply local match funds equal to ten percent (10%) of the Transportation Disadvantaged (TD) T&E grant, plus the current approved overmatch.
- **New/Renewal/Modified** – New
- **Duration** – July 1, 2025 - June 30, 2026
- **Benefits to Martin County** – 10% local match qualifies MCT to receive 90% grant funds from the State that are needed to provide TD services.
- **Cost to Martin County** – \$402,000 budgeted in MPO operating budget.

**Alternative Action:**

- **Programmatic Implication if not approved** – None.
- **Financial Fiscal impact if not approved** – None.

**Documents Requiring Action:**

- Agreement between Martin County BOCC and MCT

**Recommendation:**

- Move that the Board authorize the Chair to execute the Agreement to provide the local match plus the current approved overmatch to the MCT TD T&E Grant, G3F22.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**OTHER OMB ITEMS**

**6. Budget Resolution to Allocate Unanticipated Contribution from the Highpointe Planned Unit Development (PUD)**

As a part of The Highpointe PUD, the developer, Pulte, has made a contribution in the amount of \$155,402.50. This contribution will be used towards the construction of a sidewalk that will connect Highpointe neighborhood to South Fork High School, providing students with a safe route to walk to school. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate the contribution.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

DGD/SM/rp  
Attachments

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