

BCC MEETING DATE: June 16, 2020
AGENDA ITEM: DEPT-1

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** June 9, 2020

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

PERMISSION TO APPLY

1. **PERMISSION TO APPLY FOR THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR COVID-19 RESPONSE**

- **Requestor** – Fire Rescue Department
- **Granting Agency** – U.S. Department of Homeland Security/FEMA
- **Project Description** – The Martin County Fire Rescue Department is seeking to purchase adapters and N95 filters for all Self-Contained Breathing Apparatus (SCBA) masks that will enable the mask to be used in lieu of a traditional N95 mask. All personnel are annually fit-tested to their SCBA mask to ensure that a tight seal is maintained, and nothing has changed that would compromise that seal. To maximize the efficacy of a traditional N95 mask, that mask should be fit tested to the individual wearing it. The COVID-19 global pandemic has severely interrupted the supply chain for protective masks making it impossible to acquire masks that all personnel can pass a fit test with. The retrofit adapters coupled with the N95 filters will ensure that all responding personnel will be safe from exposure during this and any future infectious disease response.
- **Requested Grant Award** - \$35,710
- **Budgetary Impact** – Total grant match of \$3,571, to come from Fire Rescue’s operating budget.
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Increased risk for exposure due to ill-fitting masks.
- **Financial Fiscal impact if not approved** – Mask filters can be used for longer durations lessening the need to consistently replace them as with a traditional mask.

DOCUMENTS REQUIRING ACTION:

- None at this time.

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RECOMMENDATION:

- Move that the Board authorize the Fire Rescue Department to apply for the FEMA AFG COVID-19 Grant.

2. PERMISSION TO APPLY FOR THE FY 2019 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

- **Requestor** – 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 \$61,645 for the County from JAG fiscal year 2019 funding. Before the County can apply for the funds, a Certificate of Participation Letter must be signed by the Chair and submitted to FDLE. The Certificate of Participation must also include the identification of a county coordinator who is responsible for submitting the application and coordinating with other units of government to reach a minimum of agreement of 51% of municipalities within the County for the expenditure of the funds. Staff is requesting Board approval to authorize Philip Ratchford, the Grant Coordinator for Human Services, to serve as the county coordinator.
- **Requested Grant award** - \$61,645
- **Budgetary Impact** – None
- **Annual operating costs** – Staff time to administer grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – There will be no direct programmatic supports dedicated solely to Juvenile Diversion programming.
- **Financial Fiscal Impact if not approved** – There will be no direct programmatic funding dedicated solely to Juvenile Diversion programming.

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 County Coordinator and authorize him, as the JAG County Coordinator, to apply for the FDLE JAG Program grant;
- Move for the Board to authorize the Chairman to sign the Certificate of Participation Letter; and
- Move for the Board to authorize the Chairman to sign a Letter of Support for the expenditure of the JAG funds.

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PERMISSION TO ACCEPT

3. **PERMISSION TO ACCEPT THE EMERGENCY MANAGEMENT PERFORMANCE (EMPG) GRANT COVID-19 SUPPLEMENTAL**

- **Agreement/Contract drafted by:** State of Florida Division of Emergency Management.
- **Parties to the Agreement/Contract:** State of Florida Division of Emergency Management and the Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract:** Funding for training and planning to enhance Emergency Management programs.
- **New/Renewal/Modified:** This is a new contract that is supplemental to the EMPG that is awarded annually.
- **Duration:** April 27, 2020 through June 30, 2021
- **Benefits to Martin County:** Grant award of \$13,648.38 to enable the County to enhance planning projects, provide for technology, equipment and supplies, and programs to meet mandates. Most importantly, this grant provides for program needs to ensure the safety and protection of citizens.
- **Cost to Martin County:** Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved –** The majority of the Emergency Management Division budget is grant funded which supports the technical operation of the Emergency Operations Center as well as training and community outreach programs. The General Fund match would not be enough to support these programs on its own.
- **Financial Fiscal Impact if not approved-** Funds would not be available for this program.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (4 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the EMPG supplemental 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 authorize the Fire Rescue Chief, or designee, to submit and execute any additional changes, documents, or budget actions, as well as any amendments to the grant contract; and
- Move that the Board adopt the Budget Resolution.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

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4. PERMISSION TO ACCEPT THE EMERGENCY MANAGEMENT PERFORMANCE (EMPG) 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 the Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract:** Funding for training and planning to enhance Emergency Management programs.
- **New/Renewal/Modified:** This is a new contract that is awarded annually.
- **Duration:** July 1, 2020 through June 30, 2021
- **Benefits to Martin County:** Grant award of \$79,439 to enable the County to enhance planning projects, provide for technology, equipment and supplies, and programs to meet mandates. Most importantly, this grant provides for program needs to ensure the safety and protection of citizens.
- **Cost to Martin County:** Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved –** The majority of the Emergency Management Division budget is grant funded which supports the technical operation of the Emergency Operations Center as well as training and community outreach programs. The General Fund match would not be enough to support these programs on its own.
- **Financial Fiscal Impact if not approved-** Funds would not be available for this program.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (4 copies)
- Budget resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or designee to execute the EMPG 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 authorize the Fire Rescue Chief, or designee, to submit and execute any additional changes, documents, or budget actions, as well as any amendments to the grant contract; and
- Move that the Board adopt the Budget Resolution.

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5. **PERMISSION TO ACCEPT THE EMERGENCY MANAGEMENT PREPAREDNESS AND ASSISTANCE TRUST FUND (EMPA) 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 salary, training, and planning to enhance Emergency Management programs totaling \$105,806.
- **New/Renewal/Modified:** This is a new contract that is awarded annually.
- **Duration:** July 1, 2020 through June 30, 2021.
- **Benefits to Martin County:** Grant award of \$105,806 to enable the County to enhance planning projects, provide for technology, equipment and supplies needs, and programs to meet mandates. Most importantly, this grant provides for program needs to ensure the safety and protection of residents.
- **Cost to Martin County:** Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved –** The majority of the Emergency Management Division budget is grant funded which supports the technical operation of the Emergency Operations Center as well as training and community outreach programs. The General Fund match would not be enough to support these programs on its own.
- **Financial Fiscal Impact if not approved-** Funds would not be available for this program.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (4 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the EMPA agreement as well as any non-monetary grant related documents upon review and concurrence of the County Attorney's Office;
- Move that the Board authorize the Fire Rescue Chief, or designee, to submit and execute any additional changes, documents, or budget actions, as well as any amendments to the grant contract; and
- Move that the Board adopt the Budget Resolution.

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6. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSPORTATION GRANT AGREEMENT GRANT 443883-1-94-01 FOR AIRPORT OPERATIONS CENTER AND AIRFIELD ELECTRICAL VAULT (PHASE 3- CONSTRUCTION)

- **Agreement/Contract drafted by** – Florida Department of Transportation
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$3,000,000 for the construction of the Airport Operations Center Building and Airfield Electrical Vault.
- **New/Renewal/Modified** – This is a new contract.
- **Duration:** 06/16/20 to 12/31/22
- **Benefits to Martin County** – FDOT will cover 80% of the total cost required to construct the Airport Operations Center and Airfield Electrical Vault.
- **Cost to Martin County** – Local Share in the amount of \$600,000 will be provided from the Airport Enterprise Fund. There is no associated operating cost.

A revision to the FY20 CIP sheet is required to take in grant at the current time.

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 \$600,000 to construct the Airport Operations Center.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (2 copies)
- Budget Resolution (2 copies)
- Revised FY20 CIP sheet
- Budget Transfer from Airport Fund Reserves

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the FDOT PTGA grant 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 the revised CIP sheet.
- Move that the Board authorize a Budget Transfer from Airport Fund Reserves to provide the grant match.

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OTHER OMB

7. **REQUEST TO APPROVE BUDGET RESOLUTION FOR THE STATE FY21 ALLOCATION OF FEDERAL HIGHWAY ADMINISTRATION (FHWA) FUNDS FOR THE MPO**

The Martin MPO is the recipient of Federal Highway Administration (FHWA) metropolitan planning funds (PL funds) authorized under 23 U.S.C.134, 23 CFR 450 and Section 339.175, Florida Statutes. The Florida Department of Transportation is authorized to transmit to the MPO its proportionate share of PL Funds approved by the FHWA. Funds are authorized on an annual basis. This is a budget resolution to accept into the County budget the State FY21 PL funding allocation for the Martin MPO in the amount of \$740,700.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution for State FY21 FHWA PL funding allocation for the MPO.

APPROVED AS TO FORM & LEGAL SUFFICIENCY