

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** December 29, 2025

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

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

REF: 26-0331

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

PERMISSION TO ACCEPT

1. **Permission to Accept the Fiscal Year 2025-2026 Spencer Educational Foundation Summer Internship Grant for Risk Management Student Intern**
 - **Agreement/Contract drafted by** – Spencer Educational Foundation
 - **Parties to the Agreement/Contract** – Spencer Educational Foundation and Martin County Board of County Commissioners
 - **Purpose of the Agreement/Contract** – Grant award of \$7,500 for funding for a student intern.
 - **New/Renewal/Modified** – New (awarded annually)
 - **Duration** – Between May 2026 – August 2026
 - **Benefits to Martin County** – Provides an opportunity for staff to expose young professionals to the field of government risk management. Establishes relationships with the community and government by exposing the student with government operations.
 - **Cost to Martin County** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – Human Resources and Risk Management would not be able to hire a paid intern.
- **Financial Fiscal impact if not approved** – Human Resources and Risk Management would not have available funding for a paid intern.

Documents Requiring Action:

- Grant Agreement Award
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the 2025-2026 Spencer Educational Foundation Summer Internship Grant Award;
- 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

2. **Permission to Accept the FY26 Surfing's Evolution and Preservation Foundation Grant**

- **Agreement/Contract drafted by** – There is no agreement. It is a disbursement of funds from the Surfing's Evolution and Preservation Foundation.
- **Parties to the Agreement/Contract** – The Martin County Board of County Commissioners will be the recipient of the disbursement of funds from the Surfing's Evolution and Preservation Foundation.
- **Purpose of the Agreement/Contract** – Disbursement of funds from the Surfing's Evolution and Preservation Foundation to fund the purchase of two training manikins for Martin County Ocean Rescue. This equipment will be used to enhance Ocean Rescue's training capabilities, including in-water victim rescues as well as realistic airway management for a drowning victim.
- **New/Renewal/Modified** – There is no agreement required.
- **Duration** – Date of execution until the funds are fully expended
- **Benefits to Martin County** – Grant award of \$3,180 enables the County to enhance the delivery of training capabilities for Ocean Rescue lifeguards through the purchase of new equipment that is not otherwise budgeted.
- **Cost to Martin County** – No funding match requirement.

Alternative Action:

- **Programmatic Implication if not approved** – Unable to purchase unbudgeted new training equipment.
- **Financial Fiscal impact if not approved** – Martin County would forgo external funding for important training equipment that is not otherwise budgeted.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

3. Permission to Accept the FY26 Mosquito Control Agreement from the State of Florida, Department of Agriculture and Consumer Services

- **Agreement/Contract drafted by** – Florida Department of Agriculture and Consumer Services – Division of Agricultural Environmental Services
- **Parties to the Agreement/Contract** – Florida Department of Agriculture and Consumer Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – To provide state funding in the amount of \$61,855.56 to the Public Works Department's Mosquito Control Division for the purchase of chemicals used for arthropod control.
- **New/Renewal/Modified** – Awarded annually
- **Duration** – October 1, 2025, through September 30, 2026
- **Benefits to Martin County** – Enables the Mosquito Control Division to purchase chemicals and equipment used for arthropod control.
- **Cost to Martin County** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – None.
- **Financial Fiscal impact if not approved** – Additional Ad Valorem funds would be needed to purchase chemicals.

Documents Requiring Action:

- Mosquito Control State Financial Assistance Recipient Agreement with the Florida Department of Agriculture and Consumer Services (1 copy)
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the FY26 Florida Department of Agriculture and Consumer Services Financial Assistance 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 Florida Inland Navigation District (FIND) Grant MA- 25-98 Fiddler Crab Access Project

- **Agreement/Contract drafted by** – FIND
- **Parties to the Agreement/Contract** – FIND and Consumer Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The grant agreement will help fund the Fiddler Crab Access project, formerly known as the Jensen Beach West Kayak/SUP Project, up to \$119,000 for Boardwalk 6' structure and 30' x 8' Floating Dock with a \$119,000 county match. All remaining costs will be solely the responsibility of the County. This project aims to enhance public access to water-based recreation through the construction of a dedicated kayak and paddleboard launch facility. The project includes a floating dock and launch area, a 400-foot

boardwalk, a pavilion, two shade structures, and a crosswalk connecting to the existing Jensen Beach parking area. This initiative will promote eco-tourism, improve access for paddlers, and strengthen connectivity within the Martin County Blueways Paddle Trail.

- **New/Renewal/Modified** – New
- **Duration** – December 1, 2025 – September 30, 2027
- **Benefits to Martin County** – A \$119,000 contribution to the County for costs to construct the Boardwalk and the Floating Dock of the Fiddler Crab Access project.
- **Cost to Martin County** –
 - a. Approximately \$119,00 grant match and \$397,400 in non-grant match County Funds programmed within the Fiddler Crab Access FY26 Environmental Resource Division Capital Improvement Plan (CIP); and
 - b. Staff time to administer the grant and construction.

Alternative Action:

- **Programmatic Implication if not approved** – The County would be fully responsible for all construction costs.
- **Financial Fiscal impact if not approved** – The County would forfeit \$119,000 in grant funding, and the project would be solely funded by the County.

Documents Requiring Action:

- Grant Agreement
- Budget resolution

Recommendation:

- Move that the Board authorize the Chair to execute the FIND agreement MA-25-98;
- 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

5. Permission to Accept the Amendment No. 2 to the Florida Department of Environmental Protection (FDEP) Agreement No. NF102

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The second Amendment to Agreement NF102 modifies the Grant Work Plan by reducing the total number of connections to the central sewer system from 850 to 400 parcels. This adjustment ensures that the project connection schedule aligns with the duration of the grant funding. Additionally, it updates the Special Audit Requirements and expands the categories for reimbursement in the budget.
- **New/Renewal/Modified** – This is an existing contract.
- **Duration** – Effective from November 17, 2022, until June 30, 2027

- **Benefits to Martin County** – The Amendment No. 2 maintains FDEP grant funding of \$1,250,000 for the septic-to-sewer program. This funding will reduce residential connection costs. Additionally, it maintains the County's grant match of 52% or \$1,355,000. By eliminating septic tanks, nitrogen and phosphorus concentrations in the Indian River Lagoon are reduced, resulting in improved ecosystem health.
- **Cost to Martin County** – Staff time will be the only extra expense to accept this grant amendment. The Capital Improvement Plan (CIP) budget for grinders will be used as a portion of the required match. In contrast, parcels that connect to the central sewer system either through grinders or vacuum system laterals are responsible for paying the remaining balance of the required match.

Alternative Action:

- **Programmatic Implication if not approved** – Impacts the acceleration of projects to increase environmental protection.
- **Financial Fiscal impact if not approved** – Seek alternative funding and financing for individual connections to reduce parcel connection costs. No staff time will be required to administer this grant.

Documents Requiring Action:

- Grant Amendment No. 2 to Agreement No. NF102

Recommendation:

- Move that the Board authorize the Chair to execute Grant Amendment No. 2 to Agreement No. NF102; and
- Move that the Board authorize the County Administrator or designee to sign any future non-monetary, grant-related documents upon review and concurrence of the County Attorney's Office.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEMS

6. Adjustments to the Fiscal Year 2026 Budget

The Office of Management and Budget (OMB) is requesting approval to modify the fiscal year 2026 budget per Generally Accepted Accounting Principles (GAAP). These adjustments are necessary to align revenues and expenditures to reflect activities as well as make corrections, budgeted transfers, and budget transfers from reserves as follows:

A. Request to Allocate Unanticipated Contribution from the US Sailing Center for Phase II Overflow Parking Lot Project at Indian RiverSide Park

Martin County is in receipt of a contribution from the US Sailing Center in the amount of \$31,350.00 towards the construction of the Phase II of the overflow parking lot at Indian RiverSide Park. There is a memorandum of agreement between Martin County and the US Sailing Center for this project. The scope of phase II of this project includes site clearing, installation of Bahia sod and irrigation work. This continued enhancement will provide much-needed additional parking during regattas, special events, and community gatherings. The Office of Management and budget is requesting a Budget Resolution to allocate the unanticipated revenues into the project budget.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution to accept the \$31,350 contribution for Phase II of the overflow parking lot project at Indian RiverSide Park.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

B. Request to Allocate Unanticipated Contribution from the Hog Striping Storage Final Site Plan

As agreed upon in the Hog Striping Storage Development Order, the Owner has agreed to a proposal to compensate for 181 required trees, a quantity that exceeds what may be reasonably planted on the development site. Pursuant to this agreement, the Owner is required to pay Martin County \$42,716.00 as part of the post-approval process, in accordance with Section 4.666(D) of the Martin County Land Development Regulations. These funds will be used to plant the excess trees on an approved public site within District 4. 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

C. Request to Allocate Anticipated Reimbursement from the State of Florida for Health Department Renovations

Martin County's General Services Department is administering renovation work on behalf of the State of Florida for the Stuart and Indiantown Health Department facilities. The scope of work includes first-floor reconfiguration, encompassing modifications to walls, doors, and workstations. The State of Florida has issued purchase orders to the County in the amount of \$232,936.00. Once renovations are completed, the County will be reimbursed for all expenditures from the State of Florida. The Office of Management and Budget requests the adoption of a Budget Resolution in the amount of \$232,936.00 to anticipate reimbursement from the State of Florida for the costs associated with these renovations.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE