

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners    **DATE:** August 19, 2025

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

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

**REF:** 25-0682

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

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**PERMISSION TO APPLY**

1. **Permission to Apply for Hazard Mitigation Grant Program (HMGP) for Federal Emergency Management Agency (FEMA) 4834-DR-FL, Hurricane Milton for Automatic Transfer Switch Replacement**
  - **Requestor** – General Services Department
  - **Granting Agency** – FEMA
  - **Project Description** – Martin County is requesting grant funding for the replacement of the Automatic Transfer Switch (ATS) at the Public Safety Complex. The ATS is a critical component that automatically transfers power from the utility (FPL) to the building's emergency generator in the event of a power outage. The replacement unit will include enhanced capability to connect a trailer-mounted generator, providing redundant emergency power to the Emergency Operations Center, the 911 Dispatch Center, and the Sheriff's Real Time Crime Center—ensuring uninterrupted public safety operations during emergencies and disasters.
  - **Requested Grant Award** – \$112,500
  - **Budgetary Impact** – A \$37,500 (25%) grant match, which is budgeted in the Public Safety Complex Chiller/Generator Replacement Capital Improvement Plan (CIP) project.
  - **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The County will not utilize available state funding sources for the replacement of the ATS at the Public Safety Complex.
- **Financial Fiscal impact if not approved** – The County would need to fully fund the ATS replacement through CIP funds, potentially delaying or scaling back other critical components of the Public Safety Complex Chiller/Generator Replacement Project.

**Documents Requiring Action:**

- HMGP Authorizing Agent Approval Form

- Maintenance Agreement

**Recommendation:**

- Move that the Board authorize the General Services Department Director or designee to apply for the Florida Division of Emergency Management Hazard Mitigation Grant Program for FEMA 4834-DR-FL, Hurricane Milton funding for Automatic Transfer Switch Replacement;
- Move that the Board authorize the County Administrator or designee to sign the Maintenance Agreement; and
- Move that the Board authorize the County Administrator or designee to be the authorized representative to sign the grant application and other non-monetary documents related to this grant, upon review and concurrence of the County Attorney's Office.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

2. **Permission to Apply for the Fiscal Year 2026-2027 Local Government Funding Request (LGFR) from the Florida Department of Environmental Protection (FDEP) for St. Lucie Inlet Management Project**

- **Requestor** – Environmental Resources Division
- **Granting Agency** – FDEP
- **Project Description** – The FDEP administers the Local Government Funding Request for Inlet Management. Staff is requesting authorization to apply for funding (\$7,650,000) for St. Lucie Inlet Management Plan Implementation Project. This request includes design cost for the bypassing south at the St. Lucie Inlet State Park, construction cost for north bypassing for the Bathtub Beach/Sailfish Point project, and all permit-required monitoring for bypass projects.
- **Requested Grant Award** – \$3,825,000 (DEP 50% portion of construction and monitoring)
- **Budgetary Impact** – \$3,825,000 (remaining county match 50%) programmed in the Coastal St. Lucie Inlet Management Capital Improvement Plan.
- **Annual operating costs** – Staff time to administer the grant.

**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:**

- Board Resolution

**Recommendation:**

- Move that the Board authorize staff to submit the LGFR grant application to FDEP for the Inlet Management grant, and
- Move that the Board approve the Board Resolution in support of this project.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

3. **Permission to Apply for the Fiscal Year 2026-2027 Local Government Funding Request (LGFR) from the Florida Department of Environmental Protection (FDEP) for the Bathtub Beach Joint Project**

- **Requestor** – Environmental Resources Division
- **Granting Agency** – FDEP
- **Project Description** – The FDEP administers the Local Government Funding Request for Beach Management. Staff is requesting authorization to apply for design funds totaling (\$250,000), construction funds totaling (\$4,000,000) and feasibility funds totaling (\$258,936) for a total of \$4,508,936 in funding for the Bathtub Beach/Sailfish Point Beach Restoration project.
- **Requested Grant Award** – Up to \$1,667,855 (DEP share of 36.99%)
- **Budgetary Impact** – Up to \$2,841,081 (County grant match of 63.01%) programmed in the Coastal Bathtub Beach/Sailfish Point Beach Project Capital Improvement Plan.
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – County would be responsible for all expenses related to this design effort.
- **Financial Fiscal impact if not approved** – Funding for this work would be the County's sole responsibility.

**Documents Requiring Action:**

- Board Resolution

**Recommendation:**

- Move that the Board authorize staff to submit the LGFR grant application to FDEP for the Beach Management Program grant; and
- Move that the Board approve the Board Resolution in support of this project.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

4. **Permission to Apply for the Fiscal Year 2026-2027 Local Government Funding Request (LGFR) from the Florida Department of Environmental Protection (FDEP) for MacArthur Blvd Dune Project**

- **Requestor** – Environmental Resources Division
- **Granting Agency** – FDEP
- **Project Description** – The FDEP administers the Local Government Funding Request for Beach Management. Staff is requesting authorization to apply for Design, Construction and immediate post construction monitoring funds (\$4,400,000) for the 2027/2028 MacArthur Blvd Dune- Beach Project.
- **Requested Grant Award** – \$2,200,000 (DEP share of up to 50%)
- **Budgetary Impact** – Estimated \$2,200,000 (County grant match of 50%) programmed in the Coastal MacArthur Dune Project Capital Improvement Plan.
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – County would be responsible for all expenses related to this project.
- **Financial Fiscal impact if not approved** – Funding for this work would be the County's sole responsibility.

**Documents Requiring Action:**

- Board Resolution

**Recommendation:**

- Move that the Board authorize staff to submit the LGFR grant application to FDEP for the Beach Management Program grant; and
- Move that the Board approve the Board Resolution in support of this project.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

5. **Permission to Apply for the Fiscal Year 2026-2027 Local Government Funding Request (LGFR) from the Florida Department of Environmental Protection (FDEP) for the Shore Protection Project**

- **Requestor** – Environmental Resources Division
- **Granting Agency** – FDEP
- **Project Description** – The FDEP administers the Local Government Funding Request for Beach Management. Staff is requesting authorization to apply for monitoring funds (\$450,000) for the Martin County Hutchinson Island Shore Protection Project (4-Mile Beach Project).
- **Requested Grant Award** – \$206,865 (DEP share of 45.97%)
- **Budgetary Impact** – Estimated \$243,135 (County grant match of 54.03%) programmed in the Coastal Beach Management Capital Improvement Plan.
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – County would be responsible for all expenses related to this project.
- **Financial Fiscal impact if not approved** – Funding for this work would be the County's sole responsibility.

**Documents Requiring Action:**

- Board Resolution

**Recommendation:**

- Move that the Board authorize staff to submit the LGFR grant application to FDEP for the Beach Management Program grant; and
- Move that the Board approve the Board Resolution in support of this project.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

6. **Permission to Apply for the Spencer Educational Foundation Fiscal Year 2025-2026, Summer Internship Grant for a Risk Management Student Intern**

- **Requestor** – Administration Department – Human Resources and Risk Management Division
- **Granting Agency** – Spencer Educational Foundation
- **Project Description** – Spencer Educational Foundation provides grants of up to \$7,500 to various agencies, for compensation of a paid internship for students interested in the risk management field. The student must be seeking a Risk Management related field and must intern for the agency for a minimum of eight (8) consecutive weeks. The prospective internship start date is Summer 2026. This grant will allow one (1) student to gain real-world public-sector experience in risk management and be compensated for their internship with our organization.
- **Requested Grant Award** – \$7,500
- **Budgetary Impact** – None.
- **Annual operating costs** – 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:**

- None

**Recommendation:**

- Move that the Board authorize the Administration Department – Human Resources and Risk Management Director or designee to apply for the Spencer Educational Foundation Grant for Fiscal Year 2025-2026.

7. **Permission to Apply for the US Department of Homeland Security/Federal Emergency Management Agency (FEMA) FY25 Port Security Grant Program (PSGP)**

- **Requestor** – Fire Rescue Department
- **Granting Agency** – US Department of Homeland Security/FEMA
- **Project Description** – The Fire Rescue Department is seeking federal funding through the PSGP to establish a comprehensive maritime operations capability that addresses critical gaps in fire suppression, dive rescue/recovery, and Chemical, Biological, Radiological, Nuclear, and high-yield Explosives (CBRNE) detection. This investment will deliver two specialized vessels, a fully equipped and trained 15-member Public Safety Dive Rescue/Recovery Team, and integrated technology for maritime security operations. This program also supports the Captain of the Port (COTP) Sector Miami and the Area Maritime Security Plan (AMSP) priorities by enhancing maritime domain awareness, improving regional interoperability, and expanding the capability to respond to terrorism, hazardous materials incidents, and other major maritime threats.
- **Requested Grant Award** – \$1,650,000
- **Budgetary Impact** – Grant match of 25% waived for the training value of the

divers and the availability for secondary response to regional incidents.

- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The Fire Rescue Department currently has no maritime firefighting or dive rescue/recovery vessels leaving a capability gap for protection of property.
- **Financial Fiscal impact if not approved** – Ad valorem funding would be needed to provide the equipment for marine fire suppression and dive rescue/recovery.

**Documents Requiring Action:**

- None

**Recommendation:**

- Move that the Board authorize the Fire Chief or designee to apply for the FY25 Port Security Grant Program.

**PERMISSION TO ACCEPT**

**8. Permission to Accept the Public Transportation Grant Agreement for FY26 for the Public Transit Block Grant Program**

- **Agreement/Contract drafted by** – Florida Dept. of Transportation (FDOT)
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – This Public Transportation Grant Agreement is for \$398,093. A County match is required for FY26 in the amount of \$398,093. These funds provide operating assistance for the Martin County Public bus service (Marty) in the urbanized area, as well as Americans with Disabilities Act (ADA) Complementary Services.
- **New/Renewal/Modified** – New (contract is awarded annually)
- **Duration** – Starts upon the execution date of contract and ends December 31, 2026
- **Benefits to Martin County** – These funds support public transit services in the urbanized area.
- **Cost to Martin County** –
  - a. A Local match is required in the amount of \$398,093. These funds are included in the FY26 Transit Operating budget; and
  - b. Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The Martin County bus service in the urbanized area would be reduced or discontinued.
- **Financial Fiscal impact if not approved** – Martin County would not receive \$398,093 from FDOT to assist in the operations of urbanized area transit services.

**Documents Requiring Action:**

- Public Transportation Grant Agreement
- Board Resolution
- Budget Resolution

**Recommendation:**

- Move that the Board approve the Board Resolution authorizing the County Administrator or designee to execute the Public Transportation Grant 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.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**9. Permission to Accept the Florida Department of Environmental Protection (FDEP) Grant 24MI2\_A2 Martin County Shore Protection Project**

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – On August 22, 2023, the Board authorized staff to apply for FDEP Martin County Shore Protection Project/Hutchinson Island 4-Mile Beach Project funding. Staff requests authorization to accept funds for permit-required monitoring. This amendment increases the total by \$450,000 (FDEP share is 45.97%: \$206,865 and Martin County share is 54.03%: \$243,135). For a new grant total of \$8,583,684.
- **New/Renewal/Modified** – Modification
- **Duration** – July 1, 2022 – December 31, 2026
- **Benefits to Martin County** – Enables the County to continue the permit-required monitoring of the Martin County Shore Protection Project/Hutchinson Island 4-Mile Beach Project.
- **Cost to Martin County** –
  - a. Total Martin County share of \$4,637,765 programmed in the Beach Management Capital Improvement Plan; and
  - b. Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – County would be responsible for all expenses related to this project.
- **Financial Fiscal impact if not approved** – Funding for this work would be the County's sole responsibility.

**Documents Requiring Action:**

- Grant Agreement
- Budget Resolution

**Recommendation:**

- Move that the Board authorize the Chair to execute the FDEP grant 24MI2-A2 amendment;

- Move that the Board authorize the County Administrator or designee to execute 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.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**10. Permission to Accept the Florida Department of Environmental Protection (FDEP) Grant 26M11 St. Lucie Inlet Management Plan Implementation Project**

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The grant agreement will fund the St. Lucie Inlet Management Plan Implementation Project for construction costs of the south bypassing project and all permit-required sediment bypass monitoring costs up to \$13,350,000 or 50% of the total project cost, whichever is less of participating costs.
- **New/Renewal/Modified** – New
- **Duration** – July 1, 2025 – December 31, 2028
- **Benefits to Martin County** – A 50% reduction in County costs to construct and monitor the south sediment bypass project and all permit-required sediment bypass monitoring for projects within the FDEP-approved St. Lucie Inlet Management Plan. The south bypass construction is part of the work completed by the Town of Jupiter Island and the Memorandum of Agreement that is included under the consent agenda.
- **Cost to Martin County** –
  - a. Approximately \$6,675,000 in County funds programmed within the St. Lucie Inlet Management Plan, FY 25 Coastal Capital Improvement Plan; and
  - b. Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The County would be fully responsible for all financial impacts for implementation of St. Lucie Inlet Management Plan and permit requirements for respective sediment bypass projects.
- **Financial Fiscal impact if not approved** – The County would forfeit \$6,675,000 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 FDEP grant 26M11 agreement;
- Move that the Board authorize the County Administrator or designee to execute 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.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**OTHER OMB ITEMS**

**11. Adjustments to the Fiscal Year 2025 Budget**

The Office of Management and Budget (OMB) is requesting approval to modify the FY25 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. Budget Resolution to Allocate Voter-Approved ½ Cent Conservation Lands Sales Tax**

In November 2024, voters in Martin County approved a ½-cent discretionary sales tax for the acquisition of conservation lands, which the County began collecting in January 2025. The Environmental Lands Oversight Committee is tasked with recommending allocations for the purchase of these lands; however, a budget is required to be established to appropriate the revenues into the FY25 Budget. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate the collected and anticipated ½ cent sales tax revenues for the current fiscal year (\$11.9 million).

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**B. Budget Resolution to Allocate Stop-Loss Insurance Proceeds into the Health Insurance Fund**

The County is in receipt of stop-loss insurance proceeds of \$4 million as a result of claims that reached the stop-loss threshold in the County's health insurance fund. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate the stop-loss insurance proceeds into the FY25 Budget.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**C. Budget Resolution to Allocate Insurance Proceeds Received for Hurricane Nicole into the Disaster Recovery Fund**

The County is in receipt of insurance proceeds of \$1,020,818 because of claims that were related to damage incurred by Hurricane Nicole in November 2022. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate the insurance proceeds into the FY25 Budget.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**D. Budget Resolution to Allocate Revenues Collected Over Budget in Order to Fund Contractual Needs for the Building Department**

Effective June 24, 2024, the U.S. Department of Justice (DOJ) published a rule requiring that state and local government websites and mobile applications be accessible to people with disabilities. As a result, the Building Department hired a Code Compliance Specialist through the County's contractual staffing contract to bring the department's web-facing forms into compliance with the Americans with Disabilities Act (ADA). This is necessary to comply with legal requirements for local governments.

The Building Department has generated surplus revenue this year and is requesting approval to allocate these additional funds (estimated at \$15,101) to offset the cost of the Code Compliance Specialist for three months.

The Office of Management and Budget requests the adoption of a Budget Resolution to recognize the over-collected revenues into the FY25 Budget.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**E. Budget Resolution to Allocate Fire Impact Fees to Fund Fire Rescue Level of Service (LOS) Analysis**

The Comprehensive Growth Management Plan sets the level of service (LOS) standards for fire rescue response in the Urban and Rural areas of the County. Staff requested a scope of service from Metro Forecasting Models, LLC (Metro) to use the Martin County Interactive Growth Model to analyze the LOS and provide strategic planning initiatives aimed at optimizing response time standards countywide. This analysis will be used to make appropriate adjustments to existing station service areas and assist with defining new service areas for future stations through 2050. The estimated cost of this analysis is \$50,000, and funds are available from Fire Impact Fee revenues, which the Office of

**BCC MEETING DATE:** August 26, 2025  
DEPT-1

Management and Budget requests adoption of a Budget Resolution to recognize into the FY25 Budget.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

DGD/SM/rp  
Attachments

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

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