

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** May 13, 2025

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

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

REF: 25-0383
**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL**

PERMISSION TO APPLY

1. **Permission to Apply for the Hazard Mitigation Grant Program (HMGP) through the Florida Department of Emergency Management (FDEM) for the Bessey Creek Retrofit Project**
 - **Requestor** – Public Works Department
 - **Granting Agency** – Florida Department of Emergency Management
 - **Project Description** – Martin County proposes infrastructure retrofit modifications to the existing four (4) roadway drainage crossings identified in a previous study as the highest priority to address flooding and erosion concerns in the Palm City Farms Watershed. The proposed modifications will reduce or eliminate the risk of future damage and increase protection.
 - **Requested Grant Award** – \$5,625,000
 - **Budgetary Impact** – The total cost of construction is estimated at \$7,500,000. HMGP is a cost-reimbursement grant program with a 75% Federal Emergency Management Agency (FEMA) contribution of the total amount approved. The total amount of HMGP funds is \$5,625,000. The County must provide the remaining 25% of non-federal share equal to \$1,875,000. If awarded, the 25% non-federal share and any additional funds required for construction are budgeted in the Stormwater 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 protection and reduce risk of future flood damage.
- **Financial Fiscal impact if not approved** – The County will seek alternative funding or utilize budgeted roadway CIP funds.

Documents Requiring Action:

- HMGP Authorizing Agent Approval Form

Recommendation:

- Move that the Board authorize the Public Works Department to apply for the Florida Department of Emergency Management Hazard Mitigation Grant Program for the Bessey Creek Retrofit Project; and
- Move that the Board authorize the Chair to sign the HMGP Authorizing Agent Approval Form.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

2. Permission to Apply for the Fiscal Year 2025 Safe Streets and Roads For All (SS4A) Implementation Grant for the SE Dixie Highway Complete Streets Project

- **Requestor** – Public Works Department
- **Granting Agency** – U.S. Department of Transportation (DOT)
- **Project Description** – Martin County proposes to improve roadway safety for all roadway users, including bicyclists and pedestrians, in the SE Dixie Highway corridor through the design and construction of the SE Dixie Highway Complete Streets project as identified in the SS4A Action Plan adopted by the Board of County Commissioners on 12/12/2023, (23-12.17). The project will include safety improvements to control speed, separate users, and improve visibility. The improvements will include median lighting, high-visibility crosswalks, pedestrian refuges, landscaping, and a multimodal pathway that will connect with existing and planned sections of the East Coast Greenway. The project includes the planning, design, and development phase and the construction phase.
- **Requested Grant Award** – The total estimated project cost is \$7,040,000. The SS4A grant will fund 80% of the total project cost and requires a 20% non-federal share. The total grant award requested is \$5,632,000.
- **Budgetary Impact** – The SS4A grant requires a 20% non-federal share in the amount of \$1,408,000. This amount is budgeted over the next several fiscal years in the Roads Capital Improvement Plan (CIP).
- **Annual operating costs** –
 - Staff time to administer the grant.
 - Annual maintenance cost is estimated to be \$3,000 per year.

Alternative Action:

- **Programmatic Implication if not approved** – The identified project will remain unfunded.
- **Financial Fiscal impact if not approved** – Martin County will forfeit \$5,632,000 in grant funds.

Documents Requiring Action:

- None

Recommendation:

- Move that the Board authorize the Public Works Department to apply for the U.S. Department of Transportation FY25 Safe Streets for All Implementation Grant for the SE Dixie Highway Complete Streets project; and

- Move that the Board authorize the Public Works Deputy Director to be the authorized representative to sign the grant application and other non-monetary documents related to this grant.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

PERMISSION TO ACCEPT

3. Permission to Accept the Florida Department of Agriculture and Consumer Services - Urban Forestry Grant for Sailfish Sands Golf Course Tree Planting

- **Agreement/Contract drafted by** – State of Florida Department of Agriculture and Consumer Services
- **Parties to the Agreement/Contract** – State of Florida Department of Agriculture and Consumer Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The grant agreement will fund the purchase and planting of 105 native trees at the Sailfish Sands Golf Course in order to enhance native habitat, reduce invasive exotic plant growth, support stormwater management, and increase canopy coverage.
- **New/Renewal/Modified** – New
- **Duration** – May 1, 2025 – January 31, 2026
- **Benefits to Martin County** – Grant award of \$37,398.25 to enhance our native tree canopy, habitat, reduce invasive exotic growth, reduce erosion along the Willoughby Creek, and support stormwater management.
- **Cost to Martin County** –
 - a. A total grant match in the amount of \$37,398.25. \$12,601.75 in local funds budgeted in the Sailfish Sands Golf Course Phase 4 & 5 Capital Improvement Plan (CIP) Sheet, along with \$24,796.50 in-kind grant match services from County Staff; and
 - b. Staff time to administer the grant.

The Office of Management and Budget requests the amendment of the CIP sheet to recognize the grant revenues.

Alternative Action:

- **Programmatic Implication if not approved** – The County would be fully responsible to purchase and plant native trees.
- **Financial Fiscal impact if not approved** – The County would forfeit \$37,398.25 in grant funding, and the project would be solely funded by the County.

Documents Requiring Action:

- Grant Agreement
- Budget Resolution
- Amended FY25 CIP Sheet for Sailfish Sands Golf Course Phase 4 & 5 Project

Recommendation:

- Move that the Board authorize the Chair to execute the State of Florida Department of Agriculture and Consumer 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 Board Resolution; and
- Move that the Board adopt the amended FY25 CIP Sheet for the Sailfish Sands Golf Course Phase 4 & 5 Project.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEMS

4. Adjustments to the Fiscal Year 2025 Budget

The Office of Management and Budget (OMB) is requesting approval to modify the FY25 budget in accordance with Generally Accepted Accounting Principles (GAAP). These adjustments are necessary to align revenues and expenditures to reflect activities as follows:

A. Budget Resolution to Allocate Unanticipated Contribution from the Chancey Bay Ranch PUD (Planned Unit Development) Zoning Agreement Master and Final Site Plan

As a part of the Chancey Bay Ranch PUD Zoning Agreement Master and Final Site Plan, there is a contribution in the amount of \$6,000. This contribution will be allocated towards the purchase of one (1) fire preemption device. 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

B. Budget Resolution to Allocate Contribution from the Town of Jupiter Island for East Fork Creek Phase II Project

Martin County is in receipt of a contribution from the Town of Jupiter Island in the amount of \$194,910 for the East Fork Creek Phase II Project. As part of this collaboration, the Town of Jupiter Island will fund the relocation of the South Martin Regional Utility (SMRU) force main. This project involves the construction of a 1,500-foot-long wet detention lake, a dry retention area, and the installation of a weir. The project is designed to enhance flood attenuation and reduce nutrient loading, thereby improving overall water quality. The construction area, located within the County's right-of-way, includes an existing SMRU force main. In accordance with an interlocal agreement, both Martin County and the Town of Jupiter Island have agreed that it is most efficient to coordinate their efforts within a single project. A Budget Resolution and an amendment to the Capital Improvement Plan (CIP) sheet is required to allocate the unanticipated revenues into the project budget.

Documents Requiring Action:

- Budget Resolution
- FY25 Amended CIP Sheet

The Office of Management and Budget requests the amendment of the CIP sheet to recognize the grant revenues.

Recommendation:

- Move that the Board approve the Budget Resolution to accept the \$194,910 contribution into the East Fork Creek Phase II Project.
- Move that the Board approve the amended East Fork Creek Phase II CIP Sheet.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

C. Budget Resolution to Recognize Unanticipated Revenues from Insurance Proceeds

On November 7, 2024, a vehicle from the Martin County Building Department was involved in an accident and sustained body damage. The vehicle was rear-ended by another vehicle, resulting in damage to the rear passenger taillight, bumper, and tailgate. The County received insurance proceeds in the amount of \$5,321.65 for the repairs. The Office of Management and Budget requests the adoption of a Budget Resolution to recognize these unanticipated revenues.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

D. Budget Resolution to Accept Insurance Proceeds Revenues Received

A Martin County Communications Division drone sustained damage during use and is unable to be repaired. The County has received insurance proceeds in the amount of \$6,192.60 to be allocated toward the purchase of a new Parrott ANAFI USA drone. The Office of Management and Budget requests the adoption of a Budget Resolution to recognize these unanticipated revenues.

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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