

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners     **DATE:** July 1, 2024

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

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

**REF:** 24-0767

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

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**PERMISSION TO APPLY**

1. **Permission to Apply for the FY 2024-2025 Indian River Lagoon Water Quality Improvements and General Water Quality Improvement Grant from the Florida Department of Environmental Protection**

- **Requestor** – Environmental Resource Division
- **Granting Agency** – Florida Department of Environmental Protection
- **Project Description** – Coral Gardens Stormwater Treatment Area Expansion (Phase 1): This project will include the excavation of the adjacent dry retention pond down to elevation -2.0 feet and hydraulically connect with the existing stormwater treatment area. The primary outfall to the existing dry retention pond discharge location would be relocated and the existing weir elevation would be increased. This would increase the residence time of the stormwater treatment area, therefore, improving pollutant load reductions. This would expand the stormwater treatment area permanent pool volume from 8.5 acre-ft to 22.0 acre-ft. Additional littoral and floating vegetation mats would be installed. It is estimated that this proposed project would reduce total nitrogen by 1,575 lb/yr and total phosphorus by 28 lb/yr. The estimated construction cost is \$2,500,000.
- **Requested Grant award** – \$1,875,000
- **Budgetary Impact** – Grant match of \$625,000 budgeted in the Coral Gardens Stormwater Treatment Capital Improvement Plan budget.
- **Annual operating costs** – Staff time to administer the grant, Field Operations costs for maintenance.

**Alternative Action:**

- **Programmatic Implication if not approved** – Funding opportunity would not be realized.
- **Financial Fiscal impact if not approved** – County would need to seek other funding opportunities.

**Documents Requiring Action:**

- None

**Recommendation:**

- Move that the Board authorize the Ecosystem and Restoration Division to apply for the FY-24-25 Indian River Lagoon Water Quality Improvement Grant opportunity from the Florida Department of Environmental Protection.

2. **Permission to Apply for the FY 2023 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 its annual Edward Byrne Memorial Justice Assistance Grant (JAG) award from the United States Department of Justice (USDOJ). FDLE has allocated \$75,991 for the County from JAG fiscal year 2023 funding. Human Services anticipates applying for funding to support lab expenses associated with Mental Health Court. 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 Grants Supervisor for Human Services, to serve as the County Coordinator.
- **Requested Grant award** – \$75,991
- **Budgetary Impact** – None
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – There will be a lack of programmatic support for additional staff for the program.
- **Financial Fiscal impact if not approved** – There will be a lack of funding to support additional staff for the program.

**Documents Requiring Action:**

- Certificate of Participation Letter
- 51% 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 that the Board authorize the Chairman to sign the Certificate of Participation;
- Move that the Board authorize the Chairman to sign a 51% Letter of Support for the expenditure of the JAG funds; and
- Move that the Board authorize the Chairman to execute any non-monetary grant related documents upon review and concurrence of the County Attorney's Office.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**3. Permission to Apply for the Bureau of Justice Assistance (BJA) FY24 State Criminal Alien Assistance Program (SCAAP) Opportunity Number: O-BJA-2024-172032**

- **Requestor** – Martin County Sheriff's Office (MCSO)
- **Granting Agency** – BJA
- **Project Description** – The Martin County Sheriff's Office is requesting to apply for the FY23 SCAAP grant opportunity. This grant has been awarded to MCSO for several years and assists with funding to offset costs due to the incarceration of undocumented non-citizen migrants held within our corrections facility.
- **Requested Grant award** – To be determined per the amount that will be awarded from BJA.
- **Budgetary Impact** – No grant match is required.
- **Annual operating costs** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The financial amount to offset costs such as, but not limited to, equipment, training for corrections officers related to offender population management, and medical and mental health services are currently needed. If the funding is not accepted to apply towards the items, it prevents the enhancement of the Martin County Sheriff's Office Correctional Facility.
- **Financial Fiscal impact if not approved** – If not approved, funding would not be awarded to continue to help offset the cost it takes to house the undocumented non-citizen migrant's population housed within Martin County Sheriff's Office Correctional Facility. Utilize CIP budgeted utility fees or seek alternative funding.

**Documents Requiring Action:**

- None

**Recommendation:**

- Move that the Board authorize the County Administrator to electronically submit the application for MCSO BJA FY24 State Criminal Alien Assistance Program (SCAAP) Opportunity Number: O-BJA-2024-172032 application.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**PERMISSION TO ACCEPT**

**4. Permission to Accept the FY 2023-24 State-Funded Appropriation for the Fire Rescue Training Facility**

- **Agreement/Contract drafted by** – State of Florida Department of Financial Services
- **Parties to the Agreement/Contract** – State of Florida Department of Financial Services and the Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – In accordance with the General Appropriations Act for the 2023-2024 State fiscal year, this funding was granted to support the construction of the Public Safety Training Facility.
- **New/Renewal/Modified** – This is a new contract.

- **Duration** – July 1, 2023 through project completion.
- **Benefits to Martin County** – Grant award of \$1,000,000 that will be used to complete the burn building as part of phase II of the Training Facility CIP project which will redirect budgeted funds towards the completion of phase III and the training tower.
- **Cost to Martin County** – No match requirement. Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – The burn building would still be completed but phase III would be further delayed until funding becomes available.
- **Financial Fiscal impact if not approved** – An additional \$1,000,000 would be needed to fund phase III which currently has an approximate \$2,000,000 budget shortfall.

**Documents Requiring Action:**

- Grant Contract
- Budget Resolution
- Revision to Public Safety Training Facility CIP sheet

**Recommendation:**

- Move that the Board authorize the Chairman or designee to execute the 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 Budget Resolution; and
- Move that the Board adopt the revisions to the Public Safety Training Facility CIP sheet.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**5. Permission to Accept the Florida Statewide Response for Opioid Abatement Funds (Amendment # 001 {amendment to contract AGR72})**

- **Agreement/Contract drafted by** – Southeast Florida Behavioral Health Network, Inc. (SEFBHN)
- **Parties to the Agreement/Contract** – SEFBHN and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Amendment to Contract AGR72 for renewed state allocation adding \$705,073 of FY 24/25 funding and an additional \$473,407 of FY 23/24 funding to support opioid abatement in Martin County (total of \$1,178,480 being added to the existing contract). Funds will be used to support direct client services and diversion courts to implement opioid abatement efforts.
- **New/Renewal/Modified** – This is a renewal agreement being added to the existing contract as an amendment.
- **Duration** – Extension of contract term through June 30, 2025.
- **Benefits to Martin County** – Enables the County to assist qualified residents with support services to abate opioid use/misuse.
- **Cost to Martin County** – No cash match required. Staff time to administer the program.

**Alternative Action:**

- **Programmatic Implication if not approved** – Reduced funding will be available to assist qualified residents in need of opioid use/misuse treatment and supportive services.
- **Financial Fiscal impact if not approved** – There will be reduced funding available to support the needs of residents experiencing or who are at risk of opioid addiction.

**Documents Requiring Action:**

- Amendment # 001 (Amendment to contract AGR72)
- Budget Resolution

**Recommendation:**

- Move that the Board authorize the County Administrator or designee to execute the Amendment #001 for contract AGR72 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**

**6. Permission to Accept the Substance Use Prevention Funding (Amendment #001 {Amendment to contract ZDF07})**

- **Agreement/Contract drafted by** – Southeast Florida Behavioral Health Network, Inc. (SEFBHN)
- **Parties to the Agreement/Contract** – SEFBHN and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Amendment to Contract ZDF07 for a renewed state allocation of \$30,000 to support substance use prevention efforts in Martin County. Funds will be used to support prevention efforts throughout the county.
- **New/Renewal/Modified** – This is a renewal agreement being added to the existing contract as an amendment.
- **Duration** – Extension of contract term through June 30, 2025.
- **Benefits to Martin County** – Enables the County to assist residents with substance use prevention education and support.
- **Cost to Martin County** – No cash match required. Staff time to administer the program.

**Alternative Action:**

- **Programmatic Implication if not approved** – Reduced funding will be available to support substance use prevention efforts.
- **Financial Fiscal impact if not approved** – There will be reduced funding available to support the needs of residents experiencing or who are at risk of a substance use disorder.

**Documents Requiring Action:**

- Amendment # 001 (Amendment to contract ZDF07)
- Budget Resolution

**Recommendation:**

- Move that the Board authorize the County Administrator or designee to execute the Amendment #001 for contract ZDF07 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**

**7. Permission to Accept the Florida Department of Environmental Protection (FDEP) Indian River Lagoon Water Quality Grant #LG012 For the MacArthur Stormwater Treatment Area (STA) Nutrient Removal Pilot Project**

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – To accept grant contract LG012 in the amount of \$400,000 to complete a pilot study to see if water hyacinths can help to improve the function of underperforming STAs. This project will provide the County with nutrient removal benefits and will help the County meet its obligations to the Total Maximum Daily Load (TMDL) program.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – Upon Execution to December 31, 2027
- **Benefits to Martin County** – This project will provide the County with nutrient removal benefits and will help the County meet its obligations to the Total Maximum Daily Load (TMDL) program.
- **Cost to Martin County** – Staff time to administer the grant. This project requires a local contribution of \$100,000 towards the total project cost budgeted in the TMDL Capital Improvement Plan budget.

**Alternative Action:**

- **Programmatic Implication if not approved** – Higher impact to County budget.
- **Financial Fiscal impact if not approved** – Additional funding would have to supplement the completion of the project.

**Documents Requiring Action:**

- Grant Contract
- Budget Resolution

**Recommendation:**

- Move that the Board authorize the Chairman to execute the FDEP #LG012 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**

**8. Permission to Accept the Community Services Block Grant (CSBG) for 2024-2025**

- **Agreement/Contract drafted by** – St. Lucie County Attorney's Office
- **Parties to the Agreement/Contract** – St. Lucie County Board of County Commissioners and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – To enable St. Lucie County Board of County Commissioners to act as the applicant for CSBG funding and for Martin County Board of County Commissioners to subsequently act as a sub-contractor of St. Lucie County's awarded CSBG funds.
- **New/Renewal/Modified** – This is a renewal allocation.
- **Duration** – July 1, 2024 – June 30, 2025
- **Benefits to Martin County** – Enables Martin County, as a sub-contractor, to receive \$100,584 in CSBG funding to provide services to targeted residents of Martin County.
- **Cost to Martin County** – Staff time to administer the grant.

**Alternative Action:**

- **Programmatic Implication if not approved** – Loss of a staff member – Discontinue assisting residents with rental assistance, emergency electric assistance, and utility assistance as a result of staffing reduction, which negatively impacts the county's homeless prevention initiatives.
- **Financial Fiscal impact if not approved** – None

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**9. Permission to Accept the Interlocal Agreement with Treasure Coast Regional Planning Council (TCRPC) for Western Land Study**

- **Agreement/Contract drafted by** – TCRPC and Martin County
- **Parties to the Agreement/Contract** – TCRPC and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Review of past planning studies and the options identified for protecting western lands.
- **New/Renewal/Modified** – This is a new agreement.
- **Duration** – Approximately 8 months
- **Benefits to Martin County** – To assist in identifying strategies/options to protect and conserve western lands.
- **Cost to Martin County** – \$100,000 to come from General Fund reserves.

**Alternative Action:**

- **Programmatic Implication if not approved** – Would not meet the Board’s strategic goal to conduct a western land study.
- **Financial Fiscal impact if not approved** – Funds will remain in the General Fund reverse.

**Documents Requiring Action:**

- Interlocal Agreement
- Budget Transfer from General Fund Reserves

**Recommendation:**

- Move that the Board authorize the Chairman to execute the interlocal agreement; and
- Move that the Board approve the Budget Transfer from General fund Reserves in the amount of \$100,000.

**REVIEWED BY COUNTY ATTORNEY’S OFFICE**

**OTHER OMB ITEMS**

**10. Adjustments to the Fiscal Year (FY) 2024 Budget**

The Office of Management and Budget (OMB) is requesting approval to modify the FY 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 Accept Insurance Proceeds Revenues Received**

One of Mosquito Control Division’s ultra-low volume (ULV) sprayers (mosquito fogger) was damaged by lighting and not repairable. Insurance proceeds have been received in the amount of \$15,400. The funds will be used to offset the purchase of a new Clarke Grissley ULV spray unit.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**B. Budget Resolution to Accept Proceeds from Sale of Surplus Property Purchased with Grant Funds**

The Mosquito Control Division purchased an Argo vehicle with State Grant funds on 12/19/2013 and recently sold it as surplus, In accordance with Florida State Statue 388.323(3), “All proceeds from the sale of any real or tangible personal property owned by the county or district shall be deposited in the county’s or district’s state fund account unless otherwise specifically designated by the department” the OMB office is requesting the sale proceeds of \$1,500 be accepted into the Mosquito Control Work Program grant.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**11. Budget Resolution to Accept Renewal Funding for the Housing and Urban Development (HUD) Grant - Renewal of FL0117L4H092215 (renewal #FL0117L4H092316)**

At the July 11, 2023 BOCC meeting, the Board approved the acceptance of the Housing and Urban Development (HUD) grant FL0117L4H092215. Renewal of this award can be granted by HUD to allow participants to continuously receive services without interruption. Martin County's project has been approved for auto-renewal, including an increase in annual funding (renewal #FL0117L4H092316). The renewal award totals \$153,120. Renewing this funding will help avoid any gaps in rental assistance payments and prevent participants from facing consequences from their landlords, up to and including possible eviction.

These funds enable Martin County to expand and continue to support services for individuals with disabilities who have experienced homelessness. This program allows Martin County to better serve a high-needs population and help connect them with housing in order to avoid homelessness.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board authorize the Chairman 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**

**12. Budget Resolution to Accept Renewal Funding for the Housing and Urban Development (HUD) Grant - Renewal of FL0835L4H092203 (renewal #FL0835L4H092304)**

At the July 11, 2023 BOCC meeting, the Board approved the acceptance of the Housing and Urban Development (HUD) grant FL0835L4H092203. Renewal of this award can be granted by HUD to allow participants to continuously receive services without interruption. Martin County's project has been approved for auto-renewal, including an increase in annual funding (renewal #FL0835L4H092304). The renewal award totals \$111,360. Renewing this funding will help avoid any gaps in rental assistance payments and prevent participants from facing consequences from their landlords, up to and including possible eviction.

These funds enable Martin County to expand and continue to support services for individuals with disabilities who have experienced homelessness. This program allows Martin County to better serve a high-needs population and help connect them with

housing in order to avoid homelessness.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board authorize the Chairman 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**

**13. Budget Resolution to Increase the Florida Opioid Settlement Funds**

Opioid Settlement Funds began to dissiminate to Florida counties in 2022. Martin County has been issued \$364,548.28 for the second year's allocation. Funds will be used to assist with opioid use/misuse intervention strategies in accordance with the guidelines set forth by the Attorney General's Office. Human Services will oversee the management of these funds.

The Office of Management and Budget is requesting approval of a budget resolution to allocate the additional revenues to increase the Florida Opioid Settlement Fund.

**Documents Requiring Action:**

- Budget Resolution

**Recommendation:**

- Move that the Board adopt the Budget Resolution to increase the Florida Opioid Settlement Fund.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**14. Budget Transfer and Capital Improvement Plan (CIP) Modification Request from Utilities Department**

The Utilities and Solid Waste Department is requesting the Board's approval to modify the CIP sheet for the Tropical Farms Water Treatment Plant CO<sub>2</sub> project and to transfer \$125,000 from capital reserves in the Capital Facilities Charges Fund for additional modifications needed to the Tropical Farms Clearwell. The CO<sub>2</sub> system has been placed into service and is currently operating, however, the Operations team is having issues with the mixing of Surficial and Floridan product water in the Clearwell. To resolve these issues modifications are required including installation of a gate between two of the chambers inside of the clearwell.

**Documents Requiring Action:**

- Budget Transfer
- CIP Sheet for the Tropical Farms Water Treatment Plant CO<sub>2</sub>

**Recommendation:**

- Move that the Board approve modifications of the CIP sheet for the Tropical Farms Water Treatment Plant CO<sub>2</sub>, as well as approve the corresponding budget transfer in the amount of \$125,000.

**15. Budget Transfer and Capital Improvement Plan (CIP) Modification Request from Utilities Department**

The Utilities and Solid Waste Department is requesting Board's approval to modify the CIP sheet for the Lift Stations Rehabilitation and to transfer \$150,000 from capital reserves in the Consolidate Utilities Fund for additional lift station pumps at Lift Station 202, 567, and 701, a replacement panel for Lift Station 701, and a fuel tank replacement for Lift Station 400.

**Documents Requiring Action:**

- Budget Transfer
- CIP Sheet for the Lift Stations Rehabilitation

**Recommendation:**

- Move that the Board approve modifications of the CIP sheet for the Lift Stations Rehabilitation, as well as approve the corresponding budget transfer in the amount of \$150,000.

**16. Request for a Budget Resolution to Increase the FY24 Operating Budget of the Airport Customs Facility**

The Office of Management and Budget requests the approval of a Budget Resolution to allocate revenues collected over the estimated budget for the Customs Facility. Appropriation of these revenues is required to cover unanticipated expenses incurred due to international flight operations returning to pre-pandemic service levels at Witham Field. The Customs facility has exceeded the projected FY24 revenues by approximately 12 percent (\$70,000), with three remaining months of the fiscal year.

**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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