

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** January 21, 2025

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

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

REF: 25- 0375

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

PERMISSION TO APPLY

1. **Permission to Apply for the FY 2022 Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities Formula Grant Program Funds**

- **Requestor** – Public Works Department
- **Granting Agency** – FTA
- **Project Description** – To assist in the purchase of a replacement fixed route service bus.
- **Requested Grant Award** – \$118,557
- **Budgetary Impact** – No monetary match is required.
- **Annual operating costs** –
 - a. Staff time to administer the grant.
 - b. Maintenance of the vehicle is performed by the vendor.

Alternative Action:

- **Programmatic Implication if not approved** – The County will not have \$118,557 in grant funds to assist in the purchase of a fixed route vehicle for the public transit program.
- **Financial Fiscal impact if not approved** – County will forfeit \$118,557 in grants funds.

Documents Requiring Action:

- None

Recommendation:

- Move that the Board authorize the County Administrator or designee to apply for the FY22 FTA Section 5339 Bus and Bus Facilities Grant Program funds.

2. **Permission to Apply for the 2024 Call for Proposals for Hazard Mitigation Grant Program, Watershed Planning Program**

- **Requestor** – Public Works Department
- **Granting Agency** – Florida Division of Emergency Management (FDEM)
- **Project Description** – A stormwater master plan is essential for several programs and systems within Martin County, as the last plan was completed in 1998. This project will begin developing a comprehensive stormwater master plan that will include evaluating each watershed for level of service, resiliency, and water quality. The first proposed watershed to be evaluated is South Fork of the St. Lucie River, Roebuck Creek, and Fern Creek. This project will include a hydrologic and hydraulic model that will consist of a level of service analysis in conjunction with sea level rise projections to propose projects to address flood protection, resiliency, and water quality.
- **Requested Grant Award** – \$400,000
- **Budgetary Impact** – A \$100,000 grant match for engineering costs, which is budgeted in the Stormwater Master Plan Capital Improvement Plan (CIP) sheet.
- **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 developing the stormwater master plan and adaptation plans.
- **Financial Fiscal impact if not approved** – Utilize alternate CIP budgeted public works funding or seek alternative funding.

Documents Requiring Action:

- None

Recommendation:

- Move that the Board authorize the Public Works Department to apply for the FDEM Hazard Mitigation Grant Program, Watershed Planning Program funding for the South Fork St. Lucie River, Roebuck Creek, and Fern Creek Subwatershed Study; and
- Move that the Board authorize the Public Works Director to be the authorized representative to sign the grant application and other non-monetary documents related to this grant.

3. **Permission to Apply for the FY2025 Small County Outreach Program (SCOP) Grant Through the Florida Department of Transportation (FDOT) for the SE Palm Beach Road Resurfacing Project**

- **Requestor** – Public Works Department / Capital Projects Division
- **Granting Agency** – FDOT
- **Project Description** – Martin County proposes the milling and resurfacing of SE Palm Beach Road from SE Monterey Road to SE Ocean Boulevard, approximately 1.32 miles. The project will include milling, resurfacing, minor drainage improvements, striping, signage, and safety improvements.
- **Requested Grant Award** – Total estimated project cost is \$1,462,097. The requested grant award is \$1,096,572 to be programmed in the FDOT Draft Tentative Work Program for FY2027-FY2031.

- **Budgetary Impact** – The SCOP grant requires a fund match of \$365,525 to be included in the Martin County FY2027 Capital Improvement Plan (CIP) if awarded.
- **Annual operating costs** –
 - a. Staff time to administer the grant.
 - b. 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 \$1,096,572 in grant funds.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board authorize the Public Works Department to apply for the FDOT- SCOP grant for the SE Palm Beach Road Resurfacing Project;
- Move that the Board authorize the Public Works Director or designee to be the authorized representative to sign the grant application and other non-monetary documents related to this grant; and
- Move that the Board adopt the Board Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

4. Permission to Apply for the FY2025 Small County Outreach Program (SCOP) Grant Through the Florida Department of Transportation (FDOT) for the SW Sand Trail/SW Sand Avenue Resurfacing Project

- **Requestor** – Public Works Department / Capital Projects Division
- **Granting Agency** – FDOT
- **Project Description** – Martin County proposes the milling and resurfacing of SW Sand Trail / SW Sand Avenue from Martin Downs Boulevard approximately 2.52 miles to the roundabout. The project will include milling, resurfacing, minor drainage improvements, striping, signage, and safety improvements.
- **Requested Grant Award** – Total estimated project cost is \$1,296,729. The requested grant award is \$972,543 to be programmed in the FDOT Draft Tentative Work Program for FY2027-FY203.
- **Budgetary Impact** – The SCOP grant requires a fund match of \$324,186 to be funded in the Martin County FY2027 Capital Improvement Plan (CIP) if awarded.
- **Annual operating costs** –
 - a. Staff time to administer the grant.
 - b. 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 \$972,543 in grant funds.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board authorize the Public Works Department to apply for the FDOT- SCOP grant for the SW Sand Trail/SW Sand Avenue Resurfacing Project;
- Move that the Board authorize the Public Works Director or designee to be the authorized representative to sign the grant application and other non-monetary documents related to this grant; and
- Move that the Board adopt the Board Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

PERMISSION TO ACCEPT

5. Permission to Accept the Florida Department of Children and Families (DCF) – Court Diversion Program Grant (Contract # LH877)

- **Agreement/Contract drafted by** – State of Florida, DCF
- **Parties to the Agreement/Contract** – State of Florida, DCF and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$376,200 to support Martin County Mental Health Court staff and services.
- **New/Renewal/Modified** – New
- **Duration** – December 1, 2024 – November 30, 2027
- **Benefits to Martin County** – Enables the County to expand and continue to support Mental Health Court programming. This program will allow Martin County to better serve a high-needs population of individuals with co-occurring mental illnesses and substance/opioid use disorders and help connect them to the services they need in an effort to avoid incarceration, reduce recidivism, and help maintain public safety.
- **Cost to Martin County** – Staff time to administer grant.

Alternative Action:

- **Programmatic Implication if not approved** – Mental Health Court will not be able to expand its case management services and will have reduced resources available to participants.
- **Financial Fiscal impact if not approved** – None.

Documents Requiring Action:

- Grant Contract # LH877
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the Florida Department of Children and Families Diversion Court grant contract (# LH877) 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 Florida Department of Environmental Protection (FDEP) Grant L0071 Martin County Bessey Creek Retrofit

- **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 design and permitting of the Martin County Bessey Creek Retrofit project. The pre-construction activities included are design and permitting for drainage improvements associated with the Bessey Creek drainage area to increase stormwater conveyance capacity and mitigate future flood events. The grant includes all pre-construction activity costs up to \$500,000. There is no County match associated with the grant agreement.
- **New/Renewal/Modified** – New
- **Duration** – July 1, 2024 – October 3, 2027
- **Benefits to Martin County** – A \$500,000 reduction in County costs to design and permit the proposed Martin County Bessey Creek Retrofit project.
- **Cost to Martin County** –
 - a. Staff time to administer the grant.
 - b. The Office of Management and Budget is requesting approval of the Capital Improvement Plan (CIP) sheet to show grant revenues accordingly.

Alternative Action:

- **Programmatic Implication if not approved** – The project would be put on hold until an alternative funding source is identified.
- **Financial Fiscal impact if not approved** – The County would forfeit \$500,000 in grant funding for the design of the Bessey Creek Retrofit project.

Documents Requiring Action:

- State of Florida Department of Environmental Protection Standard Grant Agreement – L0071
- Additional Signature page
- Budget Resolution
- FY25 Bessey Creek Retrofit CIP Sheet

Recommendation:

- Move that the Board authorize the Chair to execute the Florida Department of Environmental Protection grant agreement L0071, 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 FY25 Bessey Creek Retrofit CIP sheet.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

7. **Permission to Accept the Federal Aviation Administration (FAA) Bipartisan Infrastructure Law (BIL) Grant number 3-12-0076-032-2025 for Extend/Expand Taxiway A Hold Bay (Design)**

- **Agreement/Contract drafted by** – FAA
- **Parties to the Agreement/Contract** – FAA and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$144,400 for the cost of designing the Hold Bay Extension at the Runway 12 end of Taxiway Alpha.
- **New/Renewal/Modified** – New
- **Duration** – Date of execution to January 28, 2029
- **Benefits to Martin County** – FAA BIL grant will cover 95% (\$144,400) of the total cost of \$152,000 needed to design the Hold Bay Extension Run-up Area. Florida Department of Transportation (FDOT) will cover 2.5% (\$3,800) of the total cost. The Airport Enterprise Fund will cover the remaining local share cost of 2.5% (3,800).
- **Cost to Martin County** –
 - a. Local Share in the amount of 2.5% (\$3,800) will be provided from the Airport Enterprise Fund.
 - b. There is no associated operating cost.

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 \$144,400 for the design of the Hold Bay Extension Run-up Area.

Documents Requiring Action:

- Grant Contract (2 copies)
- Budget Resolution (2 copies)

Recommendation:

- Move that the Board authorize the County Administrator or designee to execute the FAA BIL grant 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

OTHER OMB ITEMS

8. **Request to Allocate Contribution for SE Salerno Road-SE Cable Drive Turn Lane**
In accordance with a development order issued to the property owner of the vacant land north of SE Salerno Road, across from SE Cable Drive the developer has contributed funds in the amount of \$159,743.25 to construct an eastbound left and westbound right turn lane within SE Salerno Road right-of-way for access to the Hunter Lake Subdivision. The Office of Management and Budget requests the adoption of a Budget Resolution to

allocate the contribution into the FY25 budget.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

9. Request to Amend the Hoke Library Outdoor Space Capital Improvement Plan (CIP) Sheet

The proposed Hoke Library Outdoor Space is an octagonal timber structure with a 45-foot diameter and a metal roof. It will feature lighting, seating, and Americans with Disabilities Act (ADA) accessibility to support a variety of activities such as reading, attending events, or relaxing in the sun or shade. The pavilion will be situated to the northwest of the current library, west of the main entrance. In Fiscal Year (FY) 2023, when this project was brought to the Board as part of the FY23 CIP, costs were estimated to be approximately \$200,000. With the increase in cost of materials and construction, the project is estimated to be approximately \$416,000. Funds are available in Library Impact Fees. The Office of Management and Budget requesting approval of the amended CIP sheet and a budget transfer from Library impact fees currently programmed in the Library Collections CIP to fully fund and complete this project.

Documents Requiring Action:

- Budget Transfer from Library Impact Fees
- FY25 Amended CIP Sheet for the Hoke Library Outdoor Space

Recommendation:

- Move that the Board authorizes a budget transfer from Library Impact fees to the Hoke Library Outdoor Space project; and
- Move that the Board approve the amended CIP sheet for FY25.

DGD/SM/rp
Attachments

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