

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** June 30, 2025

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

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

REF: 25-0680

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

PERMISSION TO APPLY

1. **Permission to Apply for the Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant Program (JAG)**

- **Requestor** – Human Services
- **Granting Agency** – Florida Department of Law Enforcement (FDLE)
- **Project Description** – The County recently received notification that the FDLE anticipates their annual Edward Byrne Memorial JAG award from the United States Department of Justice (USDOJ). FDLE has allocated \$63,984 for the County from JAG fiscal year 2024 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 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 Manager for Human Services, to serve as the County Coordinator.
- **Requested Grant Award** – \$63,984
- **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 Chair to sign the Certificate of Participation;
- Move that the Board authorize the Chair to sign a 51% Letter of Support for the expenditure of the JAG funds; and
- Move that the Board authorize the Chair to execute any non-monetary grant related documents 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 Mosquito Control State Financial Assistance Agreement from the State of Florida, Department of Agriculture and Consumer Services

- **Requestor** – Public Works Department, Mosquito Control Division
- **Granting Agency** – Florida Department of Agriculture and Consumer Services – Division of Agricultural Environmental Services
- **Project Description** – To provide funding for the Public Works Department, Mosquito Control Division, to be used for the purchase of chemicals and equipment used for Arthropod Control.
- **Requested Grant Award** – \$55,670
- **Budgetary Impact** – The agreement requires matching with local funds of 20% which will be done through the purchase of chemicals using operating funds.
- **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 arthropod control.
- **Financial Fiscal impact if not approved** – Additional Ad Valorem funding will be needed to purchase chemicals.

Documents Requiring Action:

- FY26 Tentative Detailed Work Plan Budget – Arthropod Control

Recommendation:

- Move that the Board authorize the Public Works Department's Mosquito Control Division to apply for grant funding for the purpose of Arthropod Control in Martin County; and
- Move that the Board authorize the Chair to execute the FY26 Tentative Detailed Work Plan Budget – Arthropod Control.

PERMISSION TO ACCEPT

3. Permission to Accept the Emergency Management Preparedness and Assistance Trust Fund (EMPA) Grant

- **Agreement/Contract drafted by** – State of Florida Division of Emergency

Management

- **Parties to the Agreement/Contract** – State of Florida Division of Emergency Management and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Funding for salary, training, and planning to enhance Emergency Management programs totaling \$105,806.
- **New/Renewal/Modified** – This is a new contract that is awarded annually.
- **Duration** – July 1, 2025 through June 30, 2026
- **Benefits to Martin County** – Grant award of \$105,806 to enable the County to enhance planning projects, provide for technology, equipment and supplies needs, and programs to meet mandates. Most importantly, this grant provides for program needs to ensure the safety and protection of residents.
- **Cost to Martin County** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – The majority of the Emergency Management Division budget is grant-funded, which supports the technical operation of the Emergency Operations Center as well as training and community outreach programs. The General Fund match would not be enough to support these programs on its own.
- **Financial Fiscal impact if not approved** – Funds would not be available for this program.

Documents Requiring Action:

- Grant Contract (4 copies)
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair or designee to execute the EMPA 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

4. Permission to Accept the Housing and Urban Development (HUD) Grant #FL0117L4H092417

- **Agreement/Contract drafted by** – US Department of HUD
- **Parties to the Agreement/Contract** – US Department of HUD and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$179,916 to provide permanent supportive housing rental assistance for individuals with disabilities who have experienced chronic homelessness.
- **New/Renewal/Modified** – Renewal
- **Duration** – October 2025 - September 2026
- **Benefits to Martin County** – Enables Martin County to expand and continue to support services for individuals with disabilities who have experienced homelessness. This program will allow Martin County to better serve a high-needs population and help connect them with housing to avoid homelessness.

- **Cost to Martin County** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – Martin County will not be able to maintain a source of funding allocated to this specific, high-needs population.
- **Financial Fiscal impact if not approved** – None.

Documents Requiring Action:

- FL0117L4H092417 Grant Agreement
- Indirect Cost Information for Award Applicant/Recipient Certification (Addendum #1)
- Budget Resolution

Recommendation:

- Move that the Board authorize the Chair to execute the FL0117L4H092417 Grant Agreement and Indirect Cost Information for Award Applicant/Recipient Certification (Addendum #1), 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

5. **Permission to Accept the Federal Aviation Administration (FAA) Grant 3-12-0076-033-2025 Reconstruct Runway 12/30 Visual Guidance System (Replace Precision Approach Path Indicators (PAPIs) and Runway End Identifier Lights (REILS)) – Design Phase**

- **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 \$118,750 to design the replacement of the PAPIs and REILs on Runway 12/30 with LED units.
- **New/Renewal/Modified** – New
- **Duration** – Date of Execution to July 8, 2029
- **Benefits to Martin County** – FAA grant will cover 95% (\$118,750) of the total cost (\$125,000) needed to design the replacement of the PAPIs and REILs on Runway 12/30 with LED units. The Florida Department of Transportation (FDOT) will cover 2.5% of the design cost (\$3,125), which was awarded in March 2025.
- **Cost to Martin County** – Local share of 2.5% (\$3,125) will be provided from the Airport Capital Improvement Plan (CIP). 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 fund the improvements without grant assistance.

Documents Requiring Action:

- Grant Contract
- Budget Resolution

Recommendation:

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

6. Permission to Accept the Fiscal Year 2025 Surfing's Evolution and Preservation Foundation Grant

Staff requests Board approval to accept a grant award from the Surfing's Evolution and Preservation Foundation to fund the purchase of mobile public address systems for Martin County Ocean Rescue side-by-side vehicles. This equipment will be used to improve public safety communications during daily operations and emergency incidents. No local match is required.

- **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 Surfer's Evolution and Preservation Foundation.
- **Purpose of the Agreement/Contract** – Disbursement of funds from the Surfer's Evolution and Preservation Foundation for the purpose of funding equipment to enhance public safety communications on the guarded beaches.
- **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 \$4,089.92 enables the County to enhance the delivery of public safety communications 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 public address equipment.
- **Financial Fiscal impact if not approved** – Martin County would forgo external funding for important public safety 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

7. Permission to Accept the Local Government Cybersecurity Grant

- **Agreement/Contract drafted by** – State of Florida, Department of Management Services
- **Parties to the Agreement/Contract** – State of Florida, Department of Management Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The grant agreement will provide cybersecurity software solutions and incident response services to protect Martin County's critical infrastructure.
- **New/Renewal/Modified** – New
- **Duration** – July 1, 2025 – June 30, 2026
- **Benefits to Martin County** – To provide software and cybersecurity solutions at no cost to the Martin County, as this is a non-monetary grant. This grant will be saving the County approximately \$450,000 in software and services.
- **Cost to Martin County** – Staff time will be considered in-kind match to the grant.

Alternative Action:

- **Programmatic Implication if not approved** – The County's critical infrastructure could become more vulnerable to cyber threats.
- **Financial Fiscal impact if not approved** – The County would forfeit approximately \$450,000 in software and cyber security solutions, and then the County would be solely responsible for funding the services.

Documents Requiring Action:

- Grant Agreement

Recommendation:

- Move that the Board authorize the Chair to execute the Local Government Cybersecurity grant agreement as well as any non-monetary grant-related documents upon review and concurrence of the County Attorney's Office.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEMS

8. Adjustment 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:

Budget Resolution to Accept 2024/2025 State Housing Initiatives Partnership (SHIP) Program Funding

Florida Housing Finance Corporation administers the SHIP program, which provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing.

Martin County has been allocated \$1,243,861 in SHIP funds for the 2024/2025 funding cycle to assist qualified, very low to moderate income households with housing rehabilitation, home demolition and replacement, emergency repairs, down payment assistance, sewer and water hookup, and rental assistance. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate these funds.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

9. Adjustment 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 appropriate unanticipated refund and insurance proceeds into the fiscal year 2025 budget.

Budget Resolution to Recognize Additional 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. On May 20, 2025, the Martin County Board of Commissioners adopted insurance proceeds in the amount of \$5,321.65 for the repairs. The county received additional proceeds in the amount of \$1,000 for the deductible.

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

10. Request to Approve Budget Resolution for the State Fiscal Year 2026 Allocation of Federal Highway Administration (FHWA) Funds for the Metropolitan Planning Organization (MPO)

The Martin MPO is the recipient of Federal Highway Administration (FHWA) metropolitan planning funds (PL funds) authorized under 23 U.S.C.134, 23 CFR 450, and Section 339.175, Florida Statutes. The Florida Department of Transportation is authorized to transmit to the MPO its proportionate share of PL Funds approved by the FHWA. These funds are authorized on an annual basis. The Office of Management and Budget requests the adoption of a Budget Resolution to allocate

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these funds for the Martin MPO in the amount of \$571,463.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution for State FY26 FHWA PL funding allocation for the MPO.

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Attachments

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