

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** May 31, 2022

VIA: Taryn Kryzda
County Administrator

FROM: Jennifer Manning
Director of the Office of Management & Budget

REF: 22-0643
**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL**

PERMISSION TO APPLY

1. **PERMISSION TO APPLY FOR THE BJA FY2022 BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM TO SUPPORT LAW ENFORCEMENT AGENCIES O-BJA-2022-171093**
 - **Requestor** – Martin County Sheriff's Office
 - **Granting Agency** – Martin County Sheriff's Office Dept. of Law Enforcement, Uniform Road Patrol Division
 - **Project Description** – The Sheriff's Office is requesting to apply for the BJA FY2022 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies. This grant is being requested to assist with funding to offset costs due to the agency's upcoming Body-Worn Camera Implementation program. Uniform Road Patrol Division focuses on enhancing the safety of our law enforcement as well as the citizens of Martin County.
 - **Requested Grant award** – \$532,000
 - **Budgetary Impact** – None at this time
 - **Annual operating costs** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Lost opportunity to apply for the grant.
- **Financial Fiscal impact if not approved** – Funding will not be available.

DOCUMENTS REQUIRING ACTION:

- None

RECOMMENDATION:

- Move that the Board authorize the Sheriff's Office to apply for the BJA FY2022 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies, O-BJA-2022-171093.

2. PERMISSION TO APPLY FOR THE FLORIDA DEPARTMENT OF STATE DIVISION OF HISTORICAL RESOURCES SPECIAL CATEGORY GRANT PROGRAM

- **Requestor** – Martin County Administration
- **Granting Agency** – Florida Department of State of Historical Resources
- **Project Description** – Martin County Administration is requesting a grant for the House of Refuge to replace the existing windows with replica historic windows that are impact resistant, as well as replace existing doors with historic replicas.
- **Requested Grant award** – \$44,389
- **Budgetary Impact** – \$44,389 match will need to be identified if awarded the grant.
- **Annual operating costs** – \$1,000 per year

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Replacement of windows and doors may be delayed.
- **Financial Fiscal impact if not approved** – The County will need to identify funding for the full \$44,389 expense.

DOCUMENTS REQUIRING ACTION:

- Resolution

RECOMMENDATION:

- Move that the Board authorize the Administration Department to apply for the State Historic Preservation Grant; and
- Move that the Board adopt the Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

3. PERMISSION TO APPLY FOR THE FTA LOW OR NO EMISSION VEHICLE PROGRAM - 5339(C)

- **Requestor** – Public Works Department
- **Granting Agency** – Federal Transit Administration
- **Project Description** – Martin County Public Transit is in need to relocate its busses, operations, and maintenance to an individual regional transit center facility. The proposed planned passenger transfer and vehicle maintenance facility site located on the southwest side of Willoughby Boulevard south of its intersection with Indian Street in the southern part of the City of Stuart. The Transit facility shall accommodate administrative offices, bus maintenance, and refueling; Driver rest/layover facilities, passenger services, and public parking for events and meetings. An additional conference and meeting space may accommodate future FEMA emergency response activities. The preliminary total estimate for this project is \$6,500,000. The facility project is programmed in the FY21/22-25/26 Martin County Federal Transportation Improvement Program.
- **Requested Grant award** – \$5,200,000
- **Budgetary Impact** – No County match funds required. Grant supported with County-owned parcel as the in-kind contribution.
- **PE/Design and Construction costs** – Engineering design and construction of bus facility.

DOCUMENTS REQUIRING ACTION:

- None

RECOMMENDATION:

- Move that the Board authorize the Public Works Department to apply for the FTA Low or No Emission Vehicle Program grant.

4. PERMISSION TO APPLY FOR THE CHILDREN'S SERVICES COUNCIL GRANT PROGRAM – AS/OS (AFTER SCHOOL/OUT OF SCHOOL) PROGRAM GRANT

- **Requestor** – Parks and Recreation
- **Granting Agency** – Children's Services Council of Martin County, Inc.
- **Project Description** – These programs are essential to the growth and development of Martin County youth. These County-run programs have been funded by Children's Services Council since 1994. The funding will pay for the staff, maintenance, supplies, and programming at G.A.A.P. (Golden Gate Alternative Afterschool Program) at Lamar Howard Park in Golden Gate (Stuart), the J.A.S.E. (Jensen Afterschool Experience) program at Langford Park in Jensen Beach, and the R.E.A.C.H. (Residents Empowering All Children's Hope) program at New Monrovia Park in Port Salerno. These programs will include homework help and educational components, physical fitness, social emotional learning, outdoor recreation, cultural exposure to arts, dance, and music, as well as providing safe afterschool and summer care to those that are not able to afford it in any other capacity. The funding also pays for the TEEN program, providing quality activities and events for teens in the community in a safe setting. The program funding runs from October 1, 2022 – September 30, 2023.
- **Requested Grant award** – Up to \$400,000.00
- **Budgetary Impact** – Grant match is currently budgeted in the FY22 Parks and Recreation budget.
- **Annual operating costs** – Staff time to administer the grant

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The After School Program: GAAP, JASE, REACH, as well as the County-Wide Teen Program will no longer be able to be offered to the community due to lack of funding.
- **Financial Fiscal impact if not approved** – The staff and programs are financially dependent upon these funds. If not approved, the programs will be unable to operate under the current structure.

DOCUMENTS REQUIRING ACTION:

- None

RECOMMENDATION:

- Move that the Board authorize the Parks and Recreation Department to apply for the FY22-23 Children's Services Council grant for the AS/OS Programs.

PERMISSION TO ACCEPT

5. PERMISSION TO ACCEPT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FUNDED GRANT VIA FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM) HAZARD MITIGATION GRANT PROGRAM (HMGP) AGREEMENT - 4283-64-R - MODIFICATION #3, CONTRACT NUMBER H0074 FOR ELEVATION OF MACARTHUR BOULEVARD

- **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** – The Agreement is amended to increase the Federal Funding by \$93,371.84, for the maximum amount payable under the Agreement to \$153,371.84. The Budget and Scope of Work, Attachment A to this Agreement, is hereby modified as set forth in 3rd Revised Attachment A to this modification, a copy of which is attached hereto and incorporated herein by reference.
- **New/Renewal/Modified** – Modified
- **Duration** – July 19, 2018 through August 31, 2022
- **Benefits to Martin County** – To replace highly needed infrastructure and reduce maintenance. Policy 14.1A.10 of the Comprehensive Plan requires staff to identify project that eliminate public hazards and repair, remodeling, renovations or replacement of obsolete or worn out facilities.
- **Cost to Martin County** –
 - a. Local funding contribution has been increased from \$20,000 to \$196,628.16, per Exhibit B. These costs in excess of the programmed Federal funding or attributable to actions that have not received the required approval of FDOT shall not be considered eligible costs and shall be funded with FY22 Capital Improvement Funds (CIP).
 - b. Annual maintenance cost is estimated to be \$3,000 per year.
 - c. Staff time to administer the grant

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – MacArthur Boulevard will continue to flood affecting the infrastructure and surrounding residences.
- **Financial Fiscal impact if not approved** – The County will forfeit \$93,371.84 in grant funding for the design of the project.

DOCUMENTS REQUIRING ACTION:

- Modification Agreement
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the FDEM 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 to approve the budget increase.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

6. PERMISSION TO ACCEPT THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FUNDED GRANT VIA FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM) HAZARD MITIGATION GRANT PROGRAM (HMGP) AGREEMENT NUMBER 4283-64-A - CONTRACT NUMBER H0829 FOR SE MACARTHUR BOULEVARD ROADWAY ELEVATION PROJECT – PHASE II

- **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** – The Phase II agreement is providing funding for the construction of the SE MacArthur Boulevard project for up to \$2,255,466.61. The total estimated cost of the project is \$5,233,000.00 which includes an additional \$85,945 in contingency funds upon approval from FDEM. The construction scope of work proposes the elevation of approximately 1,100 linear feet of SE MacArthur Boulevard to above Base Flood Elevation (BFE), widening a section of SE MacArthur Boulevard by twelve (12) feet to add an additional lane, installation of a 1,038 linear feet sheet pile retaining wall along the east side of Bathtub Reef Beach with a crest flood elevation above the Zone V BFE, and elevation of approximately 460 linear feet of an existing retaining wall to the west of SE MacArthur Boulevard. The project also includes the removal and replacement of existing driveways and the installation of inlet/storm pipes. When completed, the proposal will improve traffic safety and minimize loss of vehicular access due to the effect of high seas and strong waves above BFE to and from the public park and the residential neighborhood of Sailfish Point.
- **New/Renewal/Modified** – New
- **Duration** – On or before March 31, 2023 (date of Agreement expiration)
- **Benefits to Martin County** – The project will improve the resiliency of SE MacArthur Boulevard, one of the county's most vulnerable streets.
- **Cost to Martin County** –
 - a. Match funds for roadway elevation and project costs in excess of the programmed funding or attributable to actions that have not received the required approval of FDEM shall not be considered eligible costs and shall be funded with previous FEMA hurricane reimbursements in the amount of approximately \$ 2,977,533.39.
 - b. Annual maintenance cost is estimated to be \$3,000 per year.
 - c. Staff time to administer the grant

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – SE MacArthur Boulevard will continue to flood affecting the infrastructure and surrounding residences.
- **Financial Fiscal impact if not approved** – None

The FY22 CIP Sheet for the SE MacArthur Boulevard Improvements requires a revision to amend the revenues to recognize the unanticipated grant and corresponding match.

DOCUMENTS REQUIRING ACTION:

- Grant Agreement
- Budget Resolution
- FY22 Revised CIP Sheet

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the FDEM Hazard Mitigation grant 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 Revised FY22 CIP Sheet for SE MacArthur Boulevard Improvements.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEM

7. ADJUSTMENT TO THE FISCAL YEAR 2022 BUDGET

The Office of Management and Budget (OMB) is requesting approval to modify the FY22 budget in accordance with 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 Revenues for Seaside Café

The Seaside Café opened in July 2021 and sales have been greater than expected. The increase in revenue will require an increase in operating costs.

Due to the continued high performance, it is anticipated that the budgeted revenue collection reflected in the FY22 budget will be exceeded by approximately \$300,000. The Office of Management and Budget is requesting a Budget Resolution to appropriate the anticipated additional revenues into the FY22 budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution to allocate the anticipated additional revenues to be collected by Seaside Café in the amount of \$300,000.

B. Budget Resolution to Accept Insurance Proceeds Revenues Received

To allocate unanticipated insurance proceeds in the amount of \$50,000. The funds will be used to off-set unanticipated repair expenses due to traffic accidents.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution.

C. Budget Resolution to Accept Funds from City of Stuart for the Construction of the NW Dixie Highway – Green River Parkway Sidewalk Project

On November 5, 2021, Martin County Board of County Commissioners accepted Florida Department of Transportation (FDOT) Local Agency Program (LAP Agreement) for the Dixie Highway – Green River Parkway Sidewalk Project with the City of Stuart.

The City of Stuart issued a check to the County in the amount of \$102,223 for the portion of the project that is not funded by FDOT. The Office of Management and Budget is requesting the approval of a Budget Resolution to accept these funds.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

8. BUDGET RESOLUTION TO ACCEPT RENEWAL FUNDING FOR THE HOUSING AND URBAN DEVELOPMENT (HUD) GRANT - RENEWAL OF FL0118L4H091912 (RENEWAL # FL0118L4H092114)

At the April 21, 2020 BOCC meeting, the Board approved the acceptance of the Housing and Urban Development (HUD) grant FL0118L4H091912. 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 # FL0118L4H092114). The renewal award totals \$130,848. 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 approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

9. BUDGET RESOLUTION TO ACCEPT RENEWAL FUNDING FOR THE HOUSING AND URBAN DEVELOPMENT (HUD) GRANT - RENEWAL OF FL0117L4H092013 (RENEWAL # FL0117L4H092114)

At the June 22, 2021 BOCC meeting, the Board approved the acceptance of the Housing and Urban Development (HUD) grant FL0117L4H092013. 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 # FL0117L4H092114). The renewal award totals \$130,284. 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 approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

10. BUDGET RESOLUTION TO ACCEPT RENEWAL FUNDING FOR THE HOUSING AND URBAN DEVELOPMENT (HUD) GRANT - RENEWAL OF FL0835L4H092001 (RENEWAL # FL0835L4H092102)

At the June 22, 2021 BOCC meeting, the Board approved the acceptance of the Housing and Urban Development (HUD) grant FL0835L4H092001. 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 # FL0835L4H092102). The renewal award totals \$98,611. 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, specifically those who are re-entering society from jail. 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 approve the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

11. CIP REVISIONS

A. To Amend Cypress Creek Floodplain

Hogg Creek remains a priority project but with no clear and present path forward for land acquisition. Consequently, it would be to the program's advantage to re-allocate some of the funds from Hogg Creek to the Cypress Creek project to match pending state grant funds for estimated construction in 2023. A CIP revision is required to amend the revenues accordingly.

B. To Amend East Fork Creek Stormwater Treatment Area

Willoughby Creek was completed under budget (approximately \$302,577) and the unspent funds could be re-programmed to fund East Fork Creek, which has a design estimate that exceeds the budgeted amount. These additional funds will be matched by

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a \$600,000 state grant. A CIP revision is required to amend the revenues accordingly.

C. To Amend Hawks Hammock Access

The Hobe Sound Scrub Preserve project is now complete and has a balance of un-spent Impact Fee funds. We are requesting that those funds be diverted to offset the increased cost of design for the Hawk Hammock Access CIP. The need for this project has been amplified as the current access to Hawk's Hammock has relied on the public use of a private road that has recently been closed to the public. A CIP revision is required to amend the revenues accordingly.

DOCUMENTS REQUIRING ACTION:

- Revised FY22 CIP sheets for Cypress Creek Floodplain, East fork Creek Stormwater Treatment Area, and Hawks Hammock Access

RECOMMENDATION:

- Move that the Board approve the three amended CIP Sheets for FY22.

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