

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** May 30, 2023

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

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

REF: 23-0523
**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL**

PERMISSION TO APPLY

1. **PERMISSION TO APPLY FOR THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY21 SECTION 5307
AMERICAN RESCUE PLAN ACT URBANIZED AREA FORMULA FUNDING**

- **Requestor** – Public Works
- **Granting Agency** – FTA
- **Project Description** – Martin County is a Designated Recipient of FTA funding and is therefore eligible to apply for Section 5307 American Rescue Plan Act (ARPA) Urbanized Area Formula funds. On March 11th, 2021, the ARPA was signed into law providing \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic. Martin County is eligible to receive \$611,287 in operating assistance under the Urbanized Area Formula Program (49 USC 5307). This funding will be provided at 100-percent federal share, with no local match required, and is for operating expenses incurred beginning on January 20, 2020, to maintain transit services, prevent, prepare for, and respond to COVID-19. As with all Section 5307 grants, at least 1% of the ARPA apportionment must be used for public transportation security projects, and at least 0.75% must be used for public transportation safety projects. To comply with 49 U.S.C 5307 (b)(1) and (b)(7) the program of projects (POP) is as follows:
 - Requested Grant Award: \$611,287
 - Program of Projects (POP)
 - Operating Assistance: \$600,589
 - Security Enhancements: \$6,113
 - Safety Enhancements: \$4,585
- **Requested Grant award** – \$611,287
- **Budgetary Impact** – No match is required
- **Annual operating costs** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – County will not have \$611,287 in grant funds for Transit operating assistance.

- **Financial Fiscal impact if not approved** – County will not receive \$611,287 in grant funds for Transit operating assistance.

DOCUMENTS REQUIRING ACTION:

- None at this time

RECOMMENDATION:

- Move that the Board authorize the County Administrator and or designee to execute and file an FY21 Section 5307 American Rescue Plan Act Urbanized Area Formula Program Funds application on behalf of the Martin County Board of County Commissioners, with the Federal Transit Administration for federal assistance as authorized by U.S.C. 49, Chapter 53, Title 23 and other federal statutes authorizing a project administered by the Federal Transit Administration.

2. PERMISSION TO APPLY FOR THE 2023 STATE WATER-QUALITY ASSISTANCE GRANT OPPORTUNITY FROM THE STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL PROTECTION NONPOINT SOURCE POLLUTION MANAGEMENT PROGRAM

- **Requestor** – Public Works Department, Field Operations and Stormwater Division
- **Granting Agency** – Florida Department of Environmental Protection (FDEP)
- **Project Description** – Grant funding and the local match will be used to facilitate a series of public citizen science workshops. The workshops will be set up to engage and teach local stakeholders on the best management practices needed for freshwater lakes to function. We all depend on the lakes functioning as intended to clean and hold stormwater runoff. Freshwater lakes are the backbone of community stormwater systems. The workshops will teach the public about what is occurring below the surface and how the right lake management practices can help reduce the burden on the downstream stormwater infrastructure and impaired water bodies. Attendees will plant beneficial submerged plants, such as Florida native *Vallisneria americana* and *Ruppia maritima*, to improve water quality in County maintained stormwater treatment facilities. Attendees will also learn how they can support Martin County or other organizations with water quality monitoring and citizen science projects.
- **Requested Grant award** – \$60,000
- **Budgetary Impact** – The agreement requires matching with local funds in the amount of \$40,000. Match will be provided utilizing the Ecosystem Restoration and Management Division Total Maximum Daily Load (TMDL) funds.
- **Annual operating costs** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The County will not conduct beneficial submerged planting and citizen science workshops.
- **Financial Fiscal impact if not approved** – Alternative methods may be needed to meet and exceed FDEP TMDL credits for Martin County.

DOCUMENTS REQUIRING ACTION:

- None

RECOMMENDATION:

- Move that the Board authorize the Public Works Department's Field Operations Division to apply for the 2023 State Water-Quality Assistance Grant for beneficial submerged planting and citizen science workshops.

3. PERMISSION TO APPLY FOR THE CHILDREN'S SERVICES COUNCIL GRANT PROGRAM – AFTER SCHOOL/OUT OF SCHOOL (AS/OS) 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 Golden Gate Alternative Afterschool Program (G.A.A.P) at Lamar Howard Park in Golden Gate (Stuart), the Jensen Afterschool Experience (J.A.S.E) program at Langford Park in Jensen Beach, and the Residents Empowering All Children's Hope (R.E.A.C.H) 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, 2023 – September 30, 2024.
- **Requested Grant award** – Up to \$400,000
- **Budgetary Impact** – Grant match is currently budgeted in the FY23 Parks and Recreation budget.
- **Annual operating costs** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – If not approved, the After School Programs: 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 FY23-24 Children's Services Council grant for the AS/OS Programs.

4. 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 cedar shake roofs, chimney (South Building), and gutters on the north and south buildings with historically accurate materials.
- **Requested Grant award** – \$108,019
- **Budgetary Impact** – If awarded the grant \$108,019 match will need to be identified.
- **Annual operating costs** – \$1,000 per year

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Replacement of roofs, gutters, and chimneys will be delayed.
- **Financial Fiscal impact if not approved** – The County will need to identify funding for the full \$216,037.26 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

PERMISSION TO ACCEPT

5. PERMISSION TO ACCEPT THE STATE-FUNDED GRANT SUPPLEMENTAL AGREEMENT NO. 1 FOR FUNDING THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE CONSTRUCTION AND CONSTRUCTION ENGINEERING INSPECTION (CEI) SERVICES FOR THE SE INDIAN STREET (SR-76/S KANNER HIGHWAY TO US-1/SE FEDERAL HIGHWAY) RESURFACING & DRAINAGE IMPROVEMENTS PROJECT (FM# 441922-1-54-01)

- **Agreement/Contract drafted by** – FDOT
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – The Supplemental Agreement No.1 increases total funding for the construction and CEI services for the project by \$532,454.00. The revised State-Funded Grant Supplemental Agreement No.1 will now fund the project up to \$1,129,781.00 and the Department's participation in the project shall not exceed 75% of the project estimated total cost of \$2,038,828.00. Refer to Exhibit "B" attached hereto and made apart hereof which replaces Exhibit "B" attached to the original agreement.
- **New/Renewal/Modified** – Addendum to contract
- **Duration** – Martin County agrees to complete the project on or before June 30,

2024 (date of Agreement expiration).

- **Benefits to Martin County** – To replace highly needed infrastructure and reduce maintenance. Policy 14.1A.10 of the Comprehensive Plan requires staff to identify projects that eliminate public hazards and repair, remodeling, renovations, or replacement of obsolete or worn facilities.
- **Cost to Martin County** –
 - a. Funds for roadway resurfacing and improvements, and costs that exceed the programmed funding or attributable to actions which have not received the required approval of FDOT shall not be considered eligible costs and shall be funded with budgeted funds from the FY23/ FY 24 Roads Capital Improvement Plan (CIP) in the amount of approximately \$909,047.
 - b. Annual maintenance cost is estimated to be \$2,000 per year.
 - c. Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The project would be put on hold until an alternative funding source was identified.
- **Financial Fiscal impact if not approved** – The County would forfeit \$1,129,781.00 in grant funding for the Construction of the project.

DOCUMENTS REQUIRING ACTION:

- State-Funded Grant Supplemental Agreement
- Board Resolution
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the State-Funded Grant Supplemental 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 to accept State-Funded Grant Supplemental Agreement; and
- Move that the Board adopt the Budget Resolution to approve the budget increase.

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6. PERMISSION TO ACCEPT AMENDMENT #1 TO FY23 MOSQUITO CONTROL AGREEMENT #29366 FROM THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS)

- **Agreement/Contract drafted by** – FDACS– Division of Agricultural Environmental Services
- **Parties to the Agreement/Contract** – FDACS and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Budget amendment 1 to FDACS contract #29366 to decrease the grant award of \$78,578.57 by \$9,822.32 for the purchase of chemicals used for arthropod control. This decrease is the result of an unanticipated increase in the number of mosquito control programs participating in

the Tier II funding category (programs budgeting between 1-3 million dollars in local funds for arthropod control).

- **New/Renewal/Modified** – This contract is awarded annually.
- **Duration** – October 1, 2022 through September 30, 2023
- **Benefits to Martin County** – Enables the Mosquito Control Division to purchase chemicals used for arthropod control.
- **Cost to Martin County** – The agreement requires matching with local funds of 25%, in the amount of \$19,644.64 which will come from the Division's operating budget. Staff time to process grant requirements.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – N/A
- **Financial Fiscal impact if not approved** – N/A

DOCUMENTS REQUIRING ACTION:

- FDACS Form 13613- Arthropod Control Budget Amendment 1 for State Funds (2 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the Arthropod Control Budget Amendment for State Funds; and
- Move that the Board adopt the Budget Resolution.

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7. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) GRANT FUNDING FOR CORAL GARDENS VACUUM SEWER PROJECT

- **Agreement/Contract drafted by** – FDEP
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$8,000,000 for funding a new vacuum sewer system and associated pump station to connect 638 residences in the Coral Gardens community to Martin County sewer system. The grant requires at least a 50% match through cash or third-party in-kind contribution to be shown on each payment request. \$1,500,000 of the required match is currently budgeted in the Florida Power and Light (FPL) Franchise Fund and the balance will be budgeted in the State Revolving Fund (SRF) Loan Construction Fund after the final assessment resolution for Coral Gardens Septic to Sewer project is approved.
- **New/Renewal/Modified** – New
- **Duration** – Begins upon agreement execution through 12/31/26
- **Benefits to Martin County** – Funding will reduce the cost of assessment to benefiting property owners and result in a completed project that will significantly reduce nitrogen and phosphorous concentrations to the Indian River Lagoon (IRL).
- **Cost to Martin County** – Required match of 50% (\$8,000,000) to be funded by FPL Franchise Fees, SRF Loan Construction Fund, and assessments. Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Impact to an acceleration of projects aimed at increased environmental protection.
- **Financial Fiscal impact if not approved** – Seek alternative funding and/or financing for the vacuum sewer system and associated pump station construction and no staff time will be required to administer this grant.

DOCUMENTS REQUIRING ACTION:

- Grant Contract
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the Grant Agreement;
- Move that the Board the Department Director to execute all non-monetary grant related documents upon review and concurrence of the County Attorney's Office; and
- Move that the Board adopt the Budget Resolution.

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8. PERMISSION TO ACCEPT THE CLEAN WATER STATE REVOLVING FUND (CWSRF) LOAN 43025

- **Agreement/Contract drafted by** – State of Florida Department of Environmental Protection
- **Parties to the Agreement/Contract** – State of Florida Department of Environmental Protection and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Funding will be applied to Martin County's 10-year Connect to Protect Septic to Sewer Program CWSRF 43025 RFI#1 Projects (Port Salerno/New Monrovia Sewer Project, Western Extension Sewer Project, To Be Determined Sewer Project).
- **New/Renewal/Modified** – New
- **Duration** – August 31, 2022 through September 15, 2024
- **Benefits to Martin County** – Loan Agreement provides for 1.34% interest loan over 20-year amortization in lieu of conventional financing presently at a much higher interest rate and much shorter amortization.
- **Cost to Martin County** – This State Revolving Fund loan in the amount of \$20,000,000 is an obligation to Martin County which will be repaid through non-ad valorem special assessments and staff time to administer the loan.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Martin County will not meet the requirements of the State Revolving Fund Loan Program.
- **Financial Fiscal impact if not approved** – Martin County will have to seek alternative conventional financing at current market rates.

DOCUMENTS REQUIRING ACTION:

- Loan Agreement

- Board Resolution
- Budget Resolution to budget and appropriate \$20,000,000 loan proceeds from the Florida State Revolving Fund for sewer projects.

RECOMMENDATION:

- Move that the Board authorize the Chairman to execute the CWSRF 43025 agreement;
- Move that the Board authorize the Utilities and Solid Waste Director to sign non-monetary, loan-related documents;
- Move that the Board adopt the Board Resolution; and
- Move that the Board approve the budget resolution to budget and appropriate \$20,000,000 in loan proceeds from the Florida State Revolving Fund for sewer projects.

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OTHER OMB ITEMS

9. ADJUSTMENT TO THE FISCAL YEAR 2023 BUDGET

The Office of Management and Budget (OMB) is requesting approval to modify the FY23 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 ADJUST FY23 BUDGET DUE TO POST-FUND BALANCE ACCOUNTING

ENTRIES MADE BY THE FINANCE DEPARTMENT:

After the FY23 Fund Balance adjustments were reconciled, the Clerk's Finance Department made post-FY22 year-end adjustments to retainage payable accounts that are necessary to accurately reflect in the FY23 adjusted budget balance. The Office of Management and Budget requests approval of the Budget Resolution to adjust these budgets accordingly.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution

B. BUDGET RESOLUTION TO ALLOCATE ADDITIONAL REVENUES FOR SEASIDE CAFE:

The Seaside Café continues to outperform revenue estimates 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 FY23 budget will be exceeded by approximately \$350,000. The Office of Management and Budget is requesting a Budget Resolution to appropriate the anticipated additional revenues into the FY23 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 \$350,000.

C. BUDGET RESOLUTION TO ALLOCATE ADDITIONAL REVENUES FOR INDIAN RIVERSIDE PARK:

Indian Riverside Park continues to have a financially successful operating season and is projected to exceed the revenue collection reflected in the FY23 budget by approximately \$70,750. The increase in revenue will require an increase in operating costs.

It is anticipated that the budgeted revenue collection reflected in the FY23 budget will be exceeded by approximately \$70,750. The Office of Management and Budget is requesting a Budget Resolution to appropriate the anticipated additional revenues into the FY23 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 Indian Riverside Park in the amount of \$70,750.

D. BUDGET TRANSFER AND CAPITAL IMPROVEMENT PLAN (CIP) SHEET MODIFICATION REQUESTS FROM THE UTILITIES DEPARTMENT:

(1) Modification of the Meters Replacement Project CIP Sheet:

The Utilities and Solid Waste Department is requesting the Board's approval to modify the CIP sheet for the Automatic Read (AMR) Meters Replacement Project and to transfer \$495,000 from capital reserves to the AMR CIP budget line item for the order of meters and associated expenses in advance for next fiscal year work. According to the meters' vendor, there are supply chain problems and long waiting times of up to 11 months for certain types of meters. Funding is needed now to open purchase orders for next year's work.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer
- CIP Sheet for the AMR Meters Replacement Project

RECOMMENDATION:

- Move that the Board approve a modification of the AMR CIP sheet and the corresponding budget transfer from capital reserves in the amount of \$495,000.

(2) Modification of the Seagate Harbor Rehab Project CIP Sheet:

The Utilities and Solid Waste Department is requesting Board's approval to modify the CIP sheet for Seagate Harbor Rehab Project and to transfer \$140,000 from capital

reserves to the Seagate Harbor budget line item. This project was originally budgeted at \$475,000 in fiscal year 2021. The project included three phases. The first two phases are completed and included building modifications and valve replacements. The third phase includes the replacement of the vacuum pumps and associated electrical equipment in the vacuum station. The cost for the first two phases came in higher than what was originally anticipated, and prices have dramatically increased since this project was originally budgeted.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer
- CIP Sheet for the Seagate Harbor Rehab Project

RECOMMENDATION:

- Move that the Board approve modifications of the Seagate Harbor CIP sheet and approve the corresponding budget transfer from capital reserves in the amount of \$140,000.

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DGD/JM/rp
Attachments

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