

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** September 4, 2018

VIA: Taryn Kryzda
County Administrator

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

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

GRANT ITEMS – PERMISSION TO APPLY

1. PERMISSION TO APPLY FOR THE U.S. DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION PUBLIC WORKS & ECONOMIC ADJUSTMENT ASSISTANT PROGRAM

- **Requestor** – Department of Administration
- **Granting Agency** – U.S. Department of Commerce Economic Development Administration
- **Project Description** – The extension of utilities to the Seven Js industrial park located west of the Martin County landfill will encourage economic development. These grant funds will be used to offset the costs to provide water and wastewater to approximately 34 industrial and commercial properties located just east of Interstate 95 north and SR 714 in Martin County. The majority of these lands, owned by 18 different entities, are vacant and restricted to using limited sized septic tanks, reducing the potential for jobs creation and economic activity for Martin County. Data collected for the first quarter of 2018 shows almost 2,000 St. Lucie County residents traveled into this area to work. This data demonstrates the potential for additional job creation throughout this part of the County.
- **Requested Grant Award** – \$2,250,000
- **Budgetary Impact** – Grant Match of \$2,250,000 budgeted from Private Utility Assessments
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The project will not be constructed.
- **Financial Fiscal impact if not approved** - \$2,250,000 in grant funds will be unavailable to offset the costs of this public works project.

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize staff to apply for the U.S. Department of Commerce Economic Development Administration Public Works & Economic Adjustment Assistant Program Grant.

2. PERMISSION TO APPLY FOR THE STATE AID TO LIBRARIES GRANT FOR 2019

- **Agreement/Contract drafted by:** Florida Department of State, Division of Library and Information Services.
- **Parties to the Agreement/Contract:** Florida Department of State, Division of Library and Information Services, and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract:** To provide estimated funding of \$113,024 for managing and coordinating free library services to Martin County residents.
- **New/Renewal/Modified:** New – this grant is awarded annually.
- **Duration:** Date of execution through September 30, 2019.
- **Benefits to Martin County:** Grant funds will be used to purchase materials for the library collection, to upgrade idea lab equipment, to supplement funds for temporary staff, and to continue funding of a full time Library Specialist position as approved by the Board on 6/24/2015. If awarded, a budget resolution will be submitted to the Board for approval with actual award amount.
- **Cost to Martin County:** Staff time to administer the grant. A cash match is not required from the County.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved :**
The purchase of new materials and upgraded equipment will be reduced. Public Services staffing would fall below minimum levels of coverage.
- **Financial Fiscal impact if not approved:**
The purchase of new materials and equipment for the collection will be reduced and alternative funding for one library specialist FTE will need to be replaced by ad valorem funds or be discontinued.

DOCUMENTS REQUIRING ACTION:

- Certification of Local Operating Expenditures
- Certification of Credentials
- Library 2019 Services Plan

RECOMMENDATION:

- Move that the Board authorize the Library to submit the State Aid to Libraries Grant electronic application; and
- Move that the Board authorize the County Administrator or designee to execute the Certification of Local Operating expenditures; and
- Move that the Board authorize the Chairman or designee to execute the Certification of Credentials and grant related documents after review and concurrence by the County Attorney, and
- Move that the Board approve the Library 2019 Annual Services Plan.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

GRANT ITEMS – PERMISSION TO ACCEPT

3. PERMISSION TO ACCEPT THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY17 SECTION 5307 – URBANIZED AREA FORMULA GRANT

- **Agreement / Contract drafted by:** FTA and Martin County Public Transit Manager
- **Parties to the Agreement/Contract:** FTA and Martin County Board of County Commissioners (County)
- **Purpose of the Agreement/Contract:** Grant award of \$932,919. This is an annual FTA formula grant authorized under Title 49 U.S.C. Chapter 53 Section 5307 and will be used to fund the Martin County Public Transit service (Marty). This grant includes operating funds in the amount of \$500,000; \$244,261 towards the purchase an ADA accessible bus; \$120,000 for software acquisition; \$50,000 for project administration; 1% (\$9,329) capital budget for security and 1% (\$9,329) transit enhancements as required by the United States Code.
- **New/Renewal/Modified:** New/Annual
- **Duration:** Date of award until March 2025 or until funds are expended with approved time extensions.
- **Benefits to Martin County:** This grant helps purchase new buses and provides operating funds for the Marty. The Martin County Public Transit service provides an alternative mode of transportation to Martin County residents.
- **Cost to Martin County** (annual and potential total): A grant match of \$500,000 is required. The FY17 State Public Transportation Block Grant of \$331,358 (that has already been received) will be used as match as well as \$168,642 that is included in the transit operating budget. Staff time to administer grant.

ALTERNATIVE ACTION:

- **Programmatic implication if not approved:** Services would need to be cut.

- **Financial Fiscal impact if not approved:** Martin County is a designated recipient of FTA Section 5307 funds, designated by the governor of the State of Florida. As a designated recipient of Section 5307 funds, the County is eligible to receive State Public Transportation Block grant funds, FTA Section 5311 and FTA Section 5339 funds. If the County chooses not to accept the FTA Section 5307 funds, the County forfeits all the above mentioned grants and would have to decrease its public transit services accordingly.

DOCUMENTS REQUIRING ACTION:

- Grant Agreement
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or County Administrator or designee to execute and file the electronic 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.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

4. PERMISSION TO ACCEPT THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY17 SECTION 5339 – BUS AND BUS FACILITIES URBANIZED FORMULA GRANT

- **Agreement / Contract drafted by:** FTA and Martin County Public Transit Manager
- **Parties to the Agreement/Contract:** FTA and Martin County Board of County Commissioners (County)
- **Purpose of the Agreement/Contract:** Grant award of \$85,107. This is an annual FTA formula grant authorized under 49 U.S.C 5339 and will be used to partially fund the purchase of an ADA accessible bus to be used for the Martin County Public Transit service (Marty).
- **New/Renewal/Modified:** New/Annual
- **Duration:** Date of award until March 2023 or until funds are expended with approved time extensions.
- **Benefits to Martin County:** This grant helps purchase a new bus for the Marty. The Martin County Public Transit service provides an alternative mode of transportation to Martin County residents.
- **Cost to Martin County:** Staff time to administer grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – This grant will be combined with other grants in order to purchase a new bus. If this grant is not accepted, then the purchase of a new bus would be delayed until other grants could be received or Martin County would need to provide the funds.

- **Financial fiscal impact if not approved** – This grant is combined with other grants in order to purchase a new bus. If this grant is not accepted then the purchase of a new bus would be delayed until other grants could be received or Martin County would need to provide the funds.

DOCUMENTS REQUIRING ACTION:

- Grant Agreement
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or County Administrator or designee to execute and file the electronic 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.

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5. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION STATE RESILIENCY GRANT

- **Agreement/Contract drafted by** – Florida Department of Environmental Protection, Coastal Office, Resilient Coasts Program
- **Parties to the Agreement/Contract** – Florida Department of Environmental Protection, Coastal Office, Resilient Coasts Program and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant in the amount of \$34,000 to perform an initial analysis of impact and risk to the county from rising sea level, with a focus on coastal erosion, storm response and improvement to our Community Rating System score to reduce flood insurance costs. The analysis will focus on both natural areas as well as the built environment.
- **New/Renewal/Modified** – This is a new contract.
- **Duration:** Upon execution until June 30, 2019
- **Benefits to Martin County** – Work funded by this grant will result in an increased ability to incorporate resiliency into county project designs, efficiently prioritize storm damage mitigation projects, and plan for the preservation of natural systems.
- **Cost to Martin County** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Project planners will not have the benefit of this more complete information base to design county projects, mitigation projects and natural land preservation
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- Grant Contract
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or designee to execute the State Resiliency 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.

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6. PERMISSION TO ACCEPT FUNDING FROM THE FLORIDA INLAND NAVIGATION DISTRICT FOR DERELICT VESSEL REMOVAL FUNDS

- **Agreement/Contract drafted by** – Florida Inland Navigation District (FIND).
- **Parties to the Agreement/Contract** – Florida Inland Navigation District (FIND) and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$30,000 for reimbursement of removal and destruction of derelict vessels from the Martin County waterways.
- **New/Renewal/Modified** – This contract is awarded annually.
- **Duration**: Previous six months.
- **Benefits to Martin County** – Reduce the County's cost to remove derelict vessels from the Martin County waterways.
- **Cost to Martin County** – Expense has already occurred, approval of the grant funds will offset 75% of the costs associated with 8 previously removed and destroyed vessels.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The County will not be reimbursed for the removal.
- **Financial Fiscal impact if not approved** – Martin County will be responsible for 100% of the removal costs, which have already been spent.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (4 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Building Department to accept funding from FIND-Small Scale Derelict Vessel Grant Program to assist in offsetting annual derelict vessel removal costs; and
- Move that the Board authorize the Chairman or designee to execute the grant contract 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.

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7. PERMISSION TO ACCEPT THE RADIOLOGICAL EMERGENCY PREPAREDNESS (REP) AGREEMENT FOR FY19 AND FY20

- **Agreement/Contract drafted by:** Florida Power & Light (FPL)
- **Parties to the Agreement/Contract:** Florida Power & Light and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract:** Funding in the amount of \$555,982 for the salaries, planning, equipment, and training to enhance the Radiological Emergency Management program's ability to respond to and recover from any radiological emergency.
- **New/Renewal/Modified:** This is a new contract.
- **Duration:** October 1, 2018 through September 30, 2020.
- **Benefits to Martin County:** Provides the funding that will enable the county to staff the radiological planner position, enhance planning projects, provide for technology upgrades, purchase equipment and supplies, and conduct the training and exercises required by mandate. Most importantly, this funding provides for the program needs to ensure the safety and protection of residents in the event of a radiological emergency.
- **Cost to Martin County:** Administrative time to prepare semi-annual reports.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved –** The entirety of the budget for radiological emergency planning is funded by Florida Power & Light as required by the United States Nuclear Regulatory Commission. The program would need an alternative funding source to maintain operation.
- **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 Chairman or designee to execute the REP 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.

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OTHER OMB – CIP AMENDMENT

8. BUDGET REQUEST TO UTILIZE ACTIVE PARKLAND IMPACT FEES TO CONSTRUCT ADDITIONAL PARKING FOR JV REED PARK, HOBE SOUND COMMUNITY CENTER AND ADJACENT COUNTY RIGHT-WAYS

The Parks and Recreation Department is requesting to use \$225,000 in untagged Active Parkland Impact fees to increase the level of service for parking spaces by implementing the parking draft design plan attached to this item. This draft plan was presented to the Hobe Sound Neighborhood Advisory Committee on May 16, 2018.

In FY 2017, facility improvements were completed for JV Reed Park. The multi-purpose field was expanded from 80 to 100 yards, field lights were improved and the concession stand/restroom was reopened after being closed for 10 years. The park has been busy hosting tournaments and games. When both football and baseball are having games simultaneously it has created parking issues and has been very disrupting to neighboring Zeus Park.

The funding for this project will cover the all costs associated with the implementation of the plan.

The above aforementioned project is in line with the BOCC approved Parks and Recreation Master Plan Goals and Objectives. *Objective 1.4 – Develop new amenities at existing parks based on level of service analysis.*

The Parks and Recreation Department is requesting approval of a Budget Transfer from Active Parkland Impact Fee Reserves in the amount of \$225,000 and a new FY18 CIP sheet for JV Reed Park.

DOCUMENTS REQUIRING ACTION:

- New FY18 CIP sheet for JV Reed Park
- Budget Transfer from Active Parkland Impact Fee Reserves

RECOMMENDATION:

- Move that the Board adopt the new FY18 CIP Sheet for JV Reed Park; and
- Move that the Board authorize a Budget Transfer from Active Parkland Impact Fee Reserves in the amount of \$225,000 for the JV Reed Park Project.

OTHER OMB ITEMS – ADJUSTMENTS TO THE FISCAL YEAR 2018 BUDGET

9. ADJUSTMENTS TO THE FISCAL YEAR 2018 BUDGET

The Office of Management and Budget (OMB) is requesting approval to modify the fiscal year 2018 budget in accordance with Generally Accepted Accounting Principles (GAAP). These adjustments are necessary to align revenues and expenditures to reflect activities related make corrections, budgeted transfers, and budget transfer from reserves as follows:

- A. During fiscal year 2018, the Parks and Recreation Department received additional fee revenues which have exceeded the revenue budget in the amount of \$35,000 at Sand Dune Café and \$66,000 at Indian Riverside Park . A budget resolution is required to appropriate the unanticipated revenues into the FY18 budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution.

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- B. OMB is requesting approval of a budget resolution to increase the Building Permit fees budgeted based on current collections and anticipated revenues. The anticipated collection over budget is approximately \$900,000. The most robust permit category includes residential development (new construction and redevelopment). This trend is a reflection of a healthy economy and increased homeowners' purchasing power. These additional revenues will be placed in the Building and Permitting Fund reserves.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution

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- C. A Budget Resolution is required to allocate unanticipated stop loss insurance proceeds in the amount of \$227,000. The funds will be used to off-set unanticipated insurance claims.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution.

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D. HELP AMERICA VOTE ACT (MONITORING) GRANT REVENUES RECEIVED

Per Memorandum of Agreement with the State of Florida, Division of Elections, the Supervisor of Elections received \$14,200 for Albert Network Monitoring. Funds under this agreement are to reimburse expenses, and/or provide advance payment for the purchase of Albert Sensors network monitoring hardware and software, including installation, and one year of maintenance and monitoring services. Grant money received by the Supervisor of Elections needs to be budgeted using grant funds.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the budget resolution.

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E. HELP AMERICA VOTE ACT (SECURITY) GRANT REVENUES RECEIVED

Per Memorandum of Agreement with the State of Florida, Division of Elections, the Supervisor of Elections received \$147,743 for elections security. Grant money received by the Supervisor of Elections needs to be budgeted using grant funds.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the budget resolution.

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F. REQUEST FOR FUNDS FROM GENERAL FUND RESTRICTED RESERVES TO COVER BUDGET SHORTFALL FOR THE MARTIN COUNTY GOLF COURSE

Martin County Golf Course has collected \$1,231,345 in park fees and has received a subsidy of \$340,149 from the General Fund as of August 23, 2018 with operating expenditures of \$1,649,112. The current shortfall is \$77,818. Based on the deficit and anticipated expenditures through year-end, approximately \$350,000 additional funds will be needed from General Fund Restricted Reserves. The Office of Management and Budget is requesting a transfer from General Fund Restricted Reserves to cover this budget shortfall.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer from General Fund Restricted Reserves
- Budget Resolution

RECOMMENDATION:

- Move that the Board approve a Budget Transfer from General Fund Restricted Reserves in the amount of \$350,000 to cover the Martin County Golf Course budget shortfall; and
- Move that the Board approve the Budget Resolution.

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- G.** During fiscal year 2018, Fire Rescue received additional fees in the amount of \$100,000 from Public Safety fees. A budget resolution is required to appropriate the unanticipated revenues into the FY18 budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Budget Resolution

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- H.** The Martin County Health and Human Services Division (HHS) is requesting the purchase of a additional software in the amount of \$62,674. Martin County HHS is currently using Client Trak Software and would like to expand the Homeless data and include total case management for all HHS services. Funds are available in Substance Abuse Reserves.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer from Substance Abuse Reserves

RECOMMENDATION

- Move that the Board approve the Budget Transfer from Substance Abuse Reserves in the amount of \$62,674.

- I. Section 8.B of the Agreement between Martin County and the Humane Society of the Treasure Coast, approved by the Board for FY 2018, provides for reimbursement to the Humane Society on a quarterly basis for actual costs expended for flea/tick/heartworm testing, treatment and preventative medications.

The Office of Management & Budget is requesting the authorization of a Budget Transfer from General Fund Reserves for \$15,500.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer from General Fund Reserves

RECOMMENDATION

- Move that the Board approve the Budget Transfer from General Fund Reserves in the amount of \$15,500.

J. Budget Resolution to Recognize Increased Solid Waste Revenues

The Utilities and Solid Waste Department is requesting the Board's approval to budget and appropriate garbage fees revenues collected in addition to the current year's budgeted amounts. In the first ten months of the fiscal year 2018 (FY18), there has been a significant increase in the Solid Waste fees revenues as well as a corresponding increase in garbage processing costs due to a substantially higher tonnage of garbage received. The total Solid Waste fees revenues for the FY18 will exceed the budget by at least \$1,320,000 and the related processing costs will exceed the budgeted amounts by approximately the same amount.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board approve a budget resolution to increase the Solid Waste fund by \$1,320,000.

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