

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** February 11, 2020

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

PERMISSION TO APPLY

1. PERMISSION TO APPLY FOR THE INDIAN RIVER LAGOON NATIONAL ESTUARY PROGRAM 2019-2020 SMALL GRANTS PROGRAM

- **Requestor** – Public Works, Ecosystem Restoration and Management
- **Granting Agency** – Indian River Lagoon National Estuaries Program (IRLNEP)
- **Project Description** – Martin County manages several spoil islands in the Indian River Lagoon that have become hot spots of pollution and water quality degradation due to the improper disposal of human waste. Through the IRLNEP Small Grants Program, County staff will purchase biodegradable waste bags called “WAG Bags,” dispensers for those bags, and educational signage that will demonstrate the purpose and need for this project. Additionally, County staff will coordinate spoil island clean up days and training events for volunteers to earn a “Spoil Island Ambassador” Certification. These ambassadors will assist County staff in educating island visitors on Leave No Trace principles and reporting any misuse of island resources to County staff.
- **Requested Grant Award** – \$3,500
- **Budgetary Impact** – N/A
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Program will continue, but with limited funding
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- None at this time

RECOMMENDATION:

- Move that the Board authorize the Public Works Department, Ecosystem Restoration and Management Division to apply for the Indian River Lagoon National Estuary Program 2019-2020 Small Grants Program.

2. PERMISSION TO APPLY FOR THE FY20 SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) GRANT FOR THE MARTIN COUNTY ADULT DRUG COURT PROGRAM

- **Requestor** – Health and Human Services
- **Granting Agency** – Substance Abuse and Mental Health Services Administration (SAMHSA)
- **Project Description** – Grant funds will be used to support Martin County's Adult Drug Court Program, with a goal of expanding/enhancing substance abuse treatment services. Such services include: screenings, assessments, case management, and recovery support services. The program provides a coordinated, multi-system approach designed to combine the sanctioning power of treatment drug court with effective treatment services, attempting to break the cycle of criminal behavior, alcohol and/or drug use, and incarceration or other penalties. The program funding runs from July 30, 2020 – July 29, 2025.
- **Requested Grant award** - \$150,000 per year for up to 5 years
- **Budgetary Impact** – None
- **Annual operating costs** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Individuals with substance use and/or co-occurring disorders will cycle in and out of the Martin County Jail and Criminal Justice System.
- **Financial Fiscal Impact if not approved** – Cost of incarceration for recidivism of targeted individuals.

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize the Health and Human Services Department to apply for the FY 20 SAMHSA grant for the Adult Drug Court Program.

3. PERMISSION TO APPLY FOR THE FY 2020-21 INDIAN RIVER LAGOON (IRL) COUNCIL AND IRL NATIONAL ESTUARIES PROGRAM WATER QUALITY RESTORATION GRANT APPLICATION

- **Requestor** – Utilities and Solid Waste Department
- **Granting Agency** – Indian River Lagoon (IRL) Council and IRL National Estuaries Program
- **Project Description** – The Martin County Board of County Commissioners adopted a 10-year Septic to Sewer Program that will provide for the elimination of over 10,000 on-site septic systems. The septic to sewer projects are prioritized based on their impact on the IRL. Funding is requested for calendar year 2020 small community grinder sewer system connection projects. Grant funds would provide an additional discount of \$1,000 to 150 customers to further incentivize early connection to the grinder sewer system providing significant reduction of the nitrogen and phosphorous loads on the IRL.
- **Requested Grant Award** – \$150,000

- **Budgetary Impact** – Grant Match of \$510,000 will be budgeted in the Utilities CIP budget in FY20 and FY21.
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Program will still proceed, however, with more limited funding.
- **Financial Fiscal impact if not approved** – Program will be funded 100% from Utilities budget

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize the Utilities Department to apply for the FY2020-21 Indian River Lagoon (IRL) Council and IRL National Estuaries Program Water Quality Restoration Grant Application
- Authorize the Utilities Director to sign application and related paperwork.

4. PERMISSION TO APPLY FOR TRANSPORTATION ALTERNATIVE PROGRAM (TAP) GRANT FUNDING THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE RIVERSIDE PARK NEIGHBORHOOD IMPROVEMENTS PROJECT

The City has requested that the County utilize its Local Agency Program (LAP) certification and eligibility to participate in the FDOT's Transportation Enhancement Program (TAP) for the Riverside Park Neighborhood Project and will contract for construction of the Project on the City's behalf. Upon FDOT funding approval, the County and City of Stuart will execute an Interlocal Agreement for the Project.

- **Requestor** – Public Works Department on behalf of the City of Stuart
- **Granting Agency** – Florida Department of Transportation (FDOT)
- **Project Description** – This project consists of the construction of 6' concrete sidewalks, on-street parking, high-visibility decorative crosswalks, bike racks, and landscaping. The project lies within the City of Stuart Community Redevelopment Area. The project is bounded by NW Fern Street on the south, SE Dixie Highway on the east, North Fork of St Lucie River on the west and NW Palm Street on the north and is in close proximity to Downtown Stuart. The improvements will create a continuous, connected and pedestrian-friendly neighborhood. The area is identified as a mixed-use neighborhood with uses including single-family homes, multi-family housing, professional offices, day-care center, restaurants and a neighborhood park. The goal is to preserve community character and encourage the continuation of mixed-use neighborhood to allow diversity of uses in walking distance.
- **Requested Grant Award** – The total estimated project cost is \$731,872.05 (\$415,554.65 grant funds and \$316,317.40 of local/City of Stuart funds).
- **Budgetary Impact- None** - If this project is approved for funding, the County and City will enter into an Interlocal Agreement that outlines the roles and responsibilities of the County and the City. The Interlocal Agreement will allow Martin County to utilize its FDOT LAP Certification to implement the project on

behalf of the City of Stuart. The City will be solely liable to the County for all costs associated with the project not covered by the grant as well as a non-refundable Contract Administration Fee.

- **Annual Operating Cost** - Staff time to administer the grant which is funded by the City of Stuart (via an Interlocal Agreement) as part of the non-refundable contract administration fee.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – None
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- None at this time

RECOMMENDATION:

- Move that the Board authorize the Public Works Department to apply for funding through the FDOT's Transportation Alternatives Program (TAP) for the Riverside Park Neighborhood Project.
- Move that the Board authorize the Public Works Director to execute the TAP application as the sponsor on behalf of the City of Stuart.

5. **PERMISSION TO APPLY FOR THE FY 2020-2021 E911 STATE GRANT**

- **Requestor** – Martin County 911 Coordinator, Jessica Skowronski.
- **Granting Agency** – State of Florida E911 Board.
- **Project Description** – Martin County is transitioning to Next Generation 911 (NG911) technology to include text-to-911. As we adapt to NG911, new media applications will provide visual information, such as images or video to enhance Telecommunicators' ability to efficiently process emergency calls. The phone monitors at the Primary Public Safety Answering Point (PSAP) located at the Stuart Police Department and the back-up Data Resource Center (DRC) require an upgrade to provide extra space for the delivery of additional information.
- **Requested Grant Award** – \$3,695.86
- **Budgetary Impact** – Grant funds will be provided on a cost reimbursement basis.
- **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The current phone monitors are not capable of providing additional information to Telecommunicators due to the size capacity.
- **Financial Fiscal Impact if not approved** – Our current limited E911 fund revenues are insufficient to maintain and upgrade the E911 system and are unable to provide for future improvements. Without the utilization of grant funds Martin County cannot complete the transition to NG911 services.

DOCUMENTS REQUIRING ACTION:

- Grant application.

RECOMMENDATION:

- Move that the Board authorize the Martin County 911 Coordinator to apply for the fall E911 State Grant.

PERMISSION TO ACCEPT

6. **PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) LOCAL AGENCY PROGRAM (LAP) AGREEMENT AMMENDED AGREEMENT FOR THE DIXIE HIGHWAY SIDEWALK EXTENSION PROJECT (FM# 440020-1-58-01)**

- **Agreement/Contract drafted by:** State of Florida Department of Transportation (FDOT)
- **Parties to the Agreement/Contract:** FDOT and the Martin County Board of County Commissioners (on behalf of the City of Stuart)
- **Purpose of the Agreement/Contract:** This Supplemental Agreement decreases amount under FM#440020-1-58-01 by \$88,898.38. Revised LAP Agreement amount is \$231,780.62.
- **New/Renewal/Modified:** Addendum to Contract
- **Duration:** Martin County agrees to complete the Project on or before December 31, 2021 (date of Agreement expiration).
- **Benefits to Martin County:** The grant funding will provide for new public facilities and/or improvements that eliminate public hazards.
- **Background Information:** The County and City have agreed to cooperate in the implementation of the project whereby the County, utilizes its Local Agency Program (LAP) certification and eligibility to participate in the FDOT's Transportation Alternative Program (TAP) grant program, and will contract for construction of the project on the City's behalf via an Interlocal Agreement. The original LAP Agreement was entered into on September 13, 2019. The bids for FM# 440020-1: Dixie Hwy. Sidewalk Extension were opened on October 30th. The apparent low bidder was One Call Florida Inc. with a bid price of \$246,471.51. This is the reason for the reduction of the LAP Agreement.
- **Cost to Martin County:**
 - Staff time to administer the grant; and
 - Per the Interlocal Agreement, the City acknowledges and agrees that it will be solely liable to the County for all costs associated with the project not covered by the grant. Prior to the County's issuance of a Notice to Proceed to the Contractor, the City agrees to provide: 1) the total Bid Award, including a fifteen percent (15%) contingency amount, 2) the full negotiated contract amount for CEI services, and 3) twenty thousand, seven hundred seventy-five dollars (\$20,775) non-refundable Contract Administration Fee outlined in Exhibit "B" of the Interlocal Agreement; and
 - The City agrees that it shall be solely responsible for maintenance, replacement, and repair of the Project (including, but not limited to, all landscaping, irrigation, signage, fencing, guardrail and handrail) and that County shall have no responsibility for maintenance, replacement, and repair of the Project.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – None
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- LAP Supplemental Agreement (2 copies)

- Board Resolution (3 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or designee to execute the LAP Supplemental agreement documents upon review and concurrence of the County Attorney's Office; and
- Move that the Board adopt the Board Resolution; and
- Move that the Board adopt the Budget Resolution.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

7. PERMISSION TO ACCEPT FOR SMALL COUNTY OUTREACH PROGRAM (SCOP) AMMENDMENT GRANT FUNDING THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE RESURFACING OF SE COVE RD PROJECT (FM# 436851-1-54-01)

- **Agreement/Contract drafted by:** State of Florida Department of Transportation (FDOT)
- **Parties to the Agreement/Contract:** FDOT and the Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract:** The parties agree that the Agreement is to be amended and supplemented as follows: This Amendment decreases the total funding needed for the Construction and CEI Services of the Project by \$203,168 for the SE Cove Road Resurfacing project.
- **New/Renewal/Modified:** Supplemental Addendum to the SCOP Agreement
- **Duration:** Martin County agrees to complete the Project on or before June 30, 2021 (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 the project that eliminates public hazards and repair, remodeling, renovations or replacement of obsolete or worn out facilities.
- **Cost to Martin County:**
 - Costs in excess of 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 FY 20 Capital Improvement Funds (CIP); and
 - Local Participation will be reduced by \$67,723 for a new total of \$255,897; and
 - Annual maintenance cost is estimated to be \$1,000 per year; and
 - 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 will forfeit \$767,692 in grant funding for the Construction of the project.

DOCUMENTS REQUIRING ACTION:

- SCOP Supplemental Agreement (2 copies)

- Board Resolution (3 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman or designee to execute the SCOP Supplemental 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 Board Resolution; and
- Move that the Board adopt the Budget Resolution.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

8. PERMISSION TO ACCEPT THE STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL PROTECTION SAND AND GRIT REMOVAL GRANT

- **Agreement/Contract drafted by** – State of Florida Department of Environmental Protection (FDEP)
- **Parties to the Agreement/Contract** – FDEP and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Martin County (Grantee) has documented sand and grit at the Wastewater Treatment Plant. Removing the sand and grit will restore the capacity of the system, and it will also improve treatment and increase the plant's efficiency.
- **New/Renewal/Modified** – New
- **Duration:** November 1, 2019 through October 31, 2020.
- **Benefits to Martin County** – Grant funding in the amount of \$34,328 will offset the costs of \$68,656 for the project. This will allow the County to remove at least 80% of the volume of sand and grit from each tank that has at least 10% sand and grit by volume at the County's wastewater treatment facility.
- **Cost to Martin County** – The agreement requires at least a 50% match (\$34,328 currently budgeted in Utilities) and staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – None
- **Financial Fiscal impact if not approved** – There will be no offset to the cost of this project and, the County will be responsible for the full amount.

DOCUMENTS REQUIRING ACTION:

- Grant Contract (1 copy)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chairman and/or designee to execute the State of Florida Department of Environmental Protection grant 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.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

9. **PERMISSION TO ACCEPT THE FY2019 SOUTH FLORIDA WATER MANAGEMENT DISTRICT (SFWMD) ALTERNATIVE WATER SUPPLY GRANT FOR THE CONSTRUCTION OF TROPICAL FARMS FLORIDAN AQUIFER SYSTEM WELLS 6 AND 7**

- **Agreement/Contract drafted by** – South Florida Water Management District (SFWMD) Alternative Water Supply (AWS) Grant.
- **Parties of the Agreement/Contract** – SFWMD and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – On September 10, 2019 the Utilities and Solid Waste Department was authorized to apply for the AWS project funding for the construction of Tropical Farms Water Treatment Plant (WTP) Floridan Aquifer System (FAS) wells 6 and 7 and wellheads, including pump/motor, piping and appurtenances, electrical and instrumentation systems and components, and site work. The project design is complete and permits have been issued. When constructed, the wells will provide an additional raw water pumping capacity of 4.7 MGD.
- **New/Renewal/Modified** - This is a new contract.
- **Duration** – SFWMD grant funding authorization on December 12, 2019 through May 31, 2021.
- **Benefits to Martin County** – Grant funding in the amount of \$200,000 will offset costs of construction that are estimated at \$3,614,000. Funding supports construction of additional AWS wells that will prolong the life of existing assets and provide increased sustainability of the water supply.
- **Costs to Martin County** – Staff time to administer the grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – None
- **Financial Fiscal impact if not approved** – No offset of \$200,000 toward project construction costs will be attained 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 and/or designee to execute the SFWMD AWS grant 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.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

OTHER OMB

10. APPROVE A BUDGET TRANSFER FROM GENERAL FUND RESERVES FOR THE AMENDMENT TO FY19/20 TRANSPORTATION DISADVANTAGED TRIP & EQUIPMENT GRANT

The Florida Commission for Transportation Disadvantaged (CTD) has amended the FY19/20 Trip & Equipment Grant between the CTD & Senior Resource Association (SRA) to add additional funds in the amount of \$72,362 bringing the total amount of the grant to \$432,747. Through an agreement between Martin County and SRA dated 8/27/19 the County currently provides a 10% local match to this grant. A Budget Transfer from General Fund Reserves for contingency is necessary to add funds to the budget to cover the additional local match funds required. The additional amount of local match funds required is \$7,237.

DOCUMENTS REQUIRING ACTION:

- Budget Transfer from General Fund Reserves for Contingency

RECOMMENDATION:

- Move that the Board approve the Budget Transfer from General Fund Reserves to cover the local match for the Amended TD Trip & Equipment Grant funding allocation.

11. AMENDMENT #1 TO FY20 MOSQUITO CONTROL AGREEMENT FROM THE STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

On September 30, 2019, the Mosquito Control Division was awarded by the State of Florida Department of Agriculture and Consumer Services (FDACS) a grant to conduct mosquito control, in the amount of \$41,645.44. Additional FDACS funding has become available, thus, this Amendment #1 will add \$5,664.56 to the existing grant, and the corresponding grant match will be provided from the Mosquito Control Division Operating funds included in the approved budget.

DOCUMENTS REQUIRING ACTION:

- Amendment #1 to Contract #26503 (Grant Fund #13811) (2 copies)
- FDACS Form 13613- Arthropod Control Budget Amendment for State Funds (2 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board approve the Amendment to Contract #26503; and
- Move that the Board approve the State Budget Amendment; and
- Move that the Board adopt the Budget Resolution.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

12. AMENDMENT #1 TO THE FY19 ANNUAL CERTIFIED BUDGET FOR MOSQUITO CONTROL

On September 24, 2019 the Board approved a budget transfer from reserves to Mosquito Control Division to control mosquitoes through aerial applications, providing higher treatment efficacy than ground treatments. A corresponding budget amendment is required by the State.

DOCUMENTS REQUIRING ACTION:

- FDACS Form 13613-Arthropod Control Budget Amendment for Local Funds (2 copies)

RECOMMENDATION:

- Move that the Board approve the FY19 State Budget Amendment.

APPROVED AS TO FORM & LEGAL SUFFICIENCY

13. APPOINTMENT OF MOSQUITO CONTROL MANAGER

On January 6, 2020, Geoffrey Duesterbeck was appointed to the open position of Mosquito Control Manager to become permanent upon completion of the state regulated Director Certification requirement. Mr. Duesterbeck currently holds a Public Health Pest Control License and within the first six months of hire, will complete the Director's Certification. We expect written confirmation of eligibility from the Department pursuant to subsection 5E-13.032(4), F.A.C. upon review of Mr. Duesterbeck's application materials.

DOCUMENTS REQUIRING ACTION:

- Appointment Document (2 copies)

RECOMMENDATION:

- Move that the Board approve the appointment of Geoffrey Duesterbeck to the position of Mosquito Control Manager for Martin County Mosquito Control Division.

14. ECOSYSTEM RESTORATION CIP REVISIONS

The Ecosystem Restoration and Management Division requests to close out the Warner Creek Benching CIP (Capital Improvement Plan) project and reallocate franchise fees in the amount of \$100,000 to the Cypress Creek Flood Plain CIP and \$100,000 to the Ripple Eco-Art Stormwater Treatment CIP Project.

- The Warner Creek Benching project has had some significant roadblocks, including the location of a force main water line which would need to be relocated at an approximate cost of \$700,000.
- Recent conveyance improvements in the area and planning for an upstream weir structure that should attenuate flows and mitigate flood risk have reduced the need for this project significantly. During the record rainfalls of May 2018, stormwater was well managed by the system. We are requesting that this capital project be closed.

- Request that \$100,000 be reallocated from the Warner Creek Benching CIP to the Community Redevelopment Agency's Ripple Eco-Art Stormwater Treatment Project CIP.
 - The Old Palm City Phase IV (Ripple) project had identified vacant parcels for inclusion in the stormwater retrofit project that were not available for purchase at the time of design. Those parcels are now available, and the Ecosystem Division is requesting permission to acquire them for future stormwater project consideration. The parcels are adjacent to similar parcels which are County owned and provide habitat, stormwater storage and treatment.
- Requesting that the remaining balance in the Warner Creek Benching CIP (\$100,000) be reallocated to the Cypress Creek Flood Plain project to take advantage of design and permitting efficiencies by moving it forward along with another associated project in the area.

DOCUMENTS REQUIRING ACTION:

- Revised FY20 CIP Sheets for the Cypress Creek Floodplain and Ripple Eco-Art Stormwater Treatment Projects.

RECOMMENDATION:

- Move that the Board approve the revised FY20 CIP Sheets for the Cypress Creek Floodplain and Ripple Eco-Art Stormwater Treatment Projects.