

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners    **DATE:** June 1, 2021

**VIA:** Taryn Kryzda  
County Administrator

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

**REF:** 21-0535  
**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE  
BOARD APPROVAL**

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**PERMISSION TO APPLY**

1. **PERMISSION TO APPLY FOR THE FLORIDA DEPARTMENT OF HEALTH – BUREAU OF TOBACCO FREE FLORIDA – COMMUNITY-BASED TOBACCO PREVENTION INTERVENTIONS GRANT**

- **Requestor** – Human Services
- **Granting Agency** – Florida Department of Health – Bureau of Tobacco Free Florida
- **Project Description** – The County recently received notification that Florida Department of Health, Bureau of Tobacco Free Florida's (BTFF) Community-Based Tobacco Prevention Intervention grant program was made available. BTFF has allocated \$168,392.15 for Martin County as part of this funding opportunity. Human Services anticipates applying for funding to support two required staff positions and programming expenditures to provide tobacco intervention and prevention work in our community and schools.
- **Requested Grant award** – \$168,392.15 per year (renewable for up to a 5-year project period)
- **Budgetary Impact** – None - 7% required match to be met by in-kind staff salary totaling \$11,830.93 per year
- **Annual operating costs** – Staff time to administer grant.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – There will be no direct programmatic supports dedicated solely to this programming in Martin County.
- **Financial Fiscal Impact if not approved** – There will be no direct programmatic funding dedicated solely to this programming in Martin County.

**DOCUMENTS REQUIRING ACTION:**

- Application Cover Page

**RECOMMENDATION:**

- Move that the Board authorize the Chair to sign the Application Cover Page.

## **PERMISSION TO ACCEPT**

### **2. PERMISSION TO ACCEPT THE HOME INVESTMENT PARTNERSHIP PROGRAM GRANT FUNDING**

- **Agreement/Contract drafted by** – St. Lucie County
- **Parties to the Agreement/Contract** – St. Lucie County Board of County Commissioners and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Upon the execution of the Subgrantee Agreement Martin County is receiving a sub-recipient award from St. Lucie County of \$125,000 with no match required. The National Affordable Housing Act of 1990 has authorized the HOME Program to provide financial assistance through the U.S. Department of Housing and Urban Development (HUD) to local government to produce affordable housing. Martin County currently has projects under the Community Development Block Grant (CDBG) for housing and we are anticipating using CDBG, HOME and State Housing Initiative Partnership Program (SHIP) for four (4) of the eleven (11) projects.  
For Reporting and tracking, St. Lucie will reimburse Martin County with the HOME funds for each project when complete.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – October 1, 2017 – December 31, 2021.
- **Benefits to Martin County** – Enables the County to assist very low to moderate income households and individuals with assistance with repairing their homes.
- **Cost to Martin County** – Staff time to administer the grant.

#### **ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Martin County would not be able to assist the homeowners.
- **Financial Fiscal impact if not approved** – None

#### **DOCUMENTS REQUIRING ACTION:**

- Budget Resolution
- Subrecipient Agreement

#### **RECOMMENDATION:**

- Move that the Board authorize the Chair to execute the Subrecipient Agreement 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**

### **3. PERMISSION TO ACCEPT THE E911 STATE GRANT FOR GIS DATA SUPPORT**

- **Agreement/Contract drafted by** – The State of Florida Department of Management Services
- **Parties to the Agreement/Contract** – The State of Florida Department of Management Services and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award in the amount of \$29,700 for GIS data remediation on Road Centerlines (RCLs), polygons and other GIS information to prepare our data for use in the NG911 environment.
- **New/Renewal/Modified** – This is a new contract.

**BCC MEETING DATE:** June 8, 2021  
**AGENDA ITEM:** DEPT-1

- **Duration** – Begun on March 21, 2021 and continues until March 21, 2023
- **Benefits to Martin County** – Martin County has transitioned to Next Generation 911(NG911) technology for 911 call routing and processing. In order for the county to be fully NG911 capable, our GIS (mapping) data must be accurate and maintained in a professional and detailed manner.
- **Cost to Martin County** – Staff time to administer the grant.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Operating without the GIS data remediation can cause emergency calls to be misrouted and delay in services provided.
- **Financial Fiscal impact if not approved** – Our current limited E911 fund revenues are insufficient to maintain and upgrade the NG911 system, and are unable to provide for future improvements such as GIS data remediation. Without the utilization of grant funds Martin County cannot complete the transition to NG911 services.

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract
- Grant Agreement
- Budget Resolution

**RECOMMENDATION:**

- Move that the Board authorize the Chair to execute the 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.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**4. PERMISSION TO ACCEPT A DONATION FROM THE HISTORICAL SOCIETY OF MARTIN COUNTY FOR IRRIGATION ON MACARTHUR BOULEVARD**

During the 2004 hurricanes, vegetation along the MacArthur Boulevard right of way, south of the House of Refuge, was significantly damaged when the road was compromised. In FY20, a donation was made to the Historical Society of Martin County (HSMC) which was utilized to restore vegetation along this section of roadway. A resident has donated \$25,000 to the HSMC for the express purpose of adding irrigation along this section of roadway for the previously restored vegetation. The installation and maintenance of the irrigation system will be conducted by the Public Works Department.

The Office of Management and Budget is requesting the approval of a Budget Resolution to allocate this contribution to the FY21 budget.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution.

**OTHER OMB ITEMS**

**5. ADJUSTMENTS TO THE FISCAL YEAR 2021 BUDGET**

The Office of Management and Budget (OMB) is requesting approval to modify the fiscal year 2021 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 ACCEPT REVENUES RECEIVED FOR SAND DUNE CAFE:**

During fiscal year 2021, the Parks and Recreation Department anticipates receiving additional park fees over the projected revenues in the amount of \$136,000 at the Sand Dune Café. A Budget Resolution is required to appropriate the unanticipated revenues into the FY21 budget.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board approve the Budget Resolution.

**B. TO APPROVE A BUDGET RESOLUTION FOR THE ALLOCATION OF ADDITIONAL FUNDS RECEIVED FOR THE FY21 STATE AID TO LIBRARIES GRANT**

The Board authorized the Library to accept the FY21 State Aid to Libraries grant on April 27, 2021 in the amount of \$67,033. This is a budget resolution to accept into the County budget additional funding in the amount of \$9,310 received from the Division of Library and Information Services. Total amount of the grant is \$76,343.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution for the additional funds in the amount of \$9,310 for the FY21 State Aid to Libraries

**C. BUDGET RESOLUTION TO ALLOCATE PRIVATE CONTRIBUTION FROM THE SAILFISH POINT POA FOR THE BATHTUB BEACH RENOURISHMENT PROJECT**

The County is in receipt of a private contribution from the Sailfish Point Property Owner's Association in the amount of \$500,524 for their portion of the Bathtub Beach Renourishment Project. A Budget Resolution is required to allocate the unanticipated revenues to the project budget.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board approve the Budget Resolution to accept the \$500,524 contribution into the FY21 Bathtub Beach Renourishment project.

**D. TO APPROVE A BUDGET RESOLUTION FOR THE FY21 ALLOCATION OF MARTIN COUNTY MPO SECTION 5305(D) FUNDS FOR THE MPO**

The Martin Metropolitan Planning Organization (MPO) has entered into a four-year Public Transportation Grant Agreement (PTGA) G1V44 with the Florida Department of Transportation (FDOT) to receive Martin County MPO Section 5305d funds authorized under Chapter 341, Florida Statutes. Funds are authorized on an annual basis. This is a budget resolution to accept into the County budget the Public Transportation Grant Agreement funding allocation in the amount of \$65,978. This grant does not require a match.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution for the Public Transportation Grant Agreement funding allocation of PTGA G1V44 for the MPO.

**E. TO APPROVE A BUDGET RESOLUTION FOR THE ESTABLISHMENT OF A SEPARATE LIGHT VEHICLE REPLACEMENT FUND FOR VEHICLE MAINTENANCE**

At the recommendation of the Clerk of the Circuit Court and Comptroller's Office, a new Light Vehicle Replacement Fund was created to provide for a separate, delineated light vehicle fleet replacement program. A Budget Resolution is required to allocate the residual Light Vehicle Replacement program revenues to the newly created fund for Fiscal Year 2021.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution to establish the Light Vehicle Replacement Fund.

**F. BUDGET TRANSFER FROM DISASTER RECOVERY RESERVES FOR POTENTIAL DISASTER-RELATED EXPENSES**

Disaster Funds are placed in reserves annually. The Office of Management and Budget is requesting a Budget Transfer from Disaster Recovery Reserves to allocate the funds to an operating expense line for various potential disaster-related expenses. Authorization of a Budget Transfer would make funds immediately available in the event of a declared emergency or disaster event.

**DOCUMENTS REQUIRING ACTION:**

- Budget Transfer from Disaster Recovery Reserves

**RECOMMENDATION:**

- Move that the Board authorize a Budget Transfer from Disaster Recovery Reserves.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**6. FULL-TIME LEAD COOK POSITION FOR SEASIDE CAFÉ AT STUART BEACH AND SAND DUNE CAFÉ AT JENSEN BEACH**

The Parks and Recreation Department is requesting to convert the vacant contractual Lead Cook positions (2) at Sand Dune Café and Seaside Café to full time equivalent (FTE) positions.

The current leased employee model does not provide stability and consistency of operations at the County owned and operated beach side cafés.

Human Resources has reviewed the job description for the Lead Cook position and is recommending a pay grade of 952 starting salary at \$29,042. These two positions would be funded out of the Seaside Café and Sand Dune Café operating budgets and would not require additional funds.

**DOCUMENTS REQUIRING ACTION:**

- None

**RECOMMENDATION:**

- Move that the Board approve the two new Lead Cook positions (FTEs).