

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners **DATE:** September 7, 2021

**VIA:** Taryn Kryzda  
County Administrator

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

**REF:** 21-0871  
**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 STATE DIVISION OF LIBRARY AND INFORMATION SERVICES (STATE) AND ACCEPT ANNUAL STATE AID TO LIBRARIES GRANT AGREEMENT FOR 2022**

- **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 \$85,201 for managing and coordinating free library services to Martin County residents. A budget resolution for the final amount will be presented to the Board for acceptance approval when the grant is awarded.
- **New/Renewal/Modified** – New, this grant is awarded annually.
- **Duration** – Date of execution through September 30, 2022.
- **Benefits to Martin County** – Grant funds will be used to upgrade idea lab equipment, to supplement funds for temporary staff and to continue funding a full time Library Specialist position as approved by the Board on June 24, 2015.
- **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** – Additional funds will not be available to provide idea lab replacements or additional staffing for public services.
- **Financial Fiscal impact if not approved** – Additional funds will not be available to provide idea lab replacements or additional staffing for public services.

**DOCUMENTS REQUIRING ACTION:**

- Grant Agreement as part of the grant application
- Certification of Hours, Free Library Service, and Access to Materials
- Certification of Credentials – Single Library Administrative Head
- 2022 Services Plan

**RECOMMENDATION:**

- Move that the Board authorize the Chair or designee to execute the State Aid to Libraries grant agreement documents;
- Move that the Board authorize the Chair or designee to sign the Certification of Hours, Free Library Service and Access to Materials;
- Move that the Board authorize the Chair or designee to sign the Certification of Credentials – Single Library Administrative Head; and
- Move that the Board approve the 2022 Services Plan.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**2. PERMISSION TO APPLY FOR THE FY22 MOSQUITO CONTROL GRANT FROM THE STATE OF FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

- **Requestor** – Public Works Department's Mosquito Control Division
- **Granting Agency** – Florida Department of Agriculture and Consumer Services – Division of Agricultural Environmental Services
- **Project Description** – To provide funding for the Public Works Department's Mosquito Control Division to be used to for the purchase of chemicals used for Arthropod Control.
- **Requested Grant Award** – \$50,688.33 (funding dependent)
- **Budgetary Impact** – The agreement requires matching with local funds of 25% which will be done through the purchase of chemicals using operating funds.
- **Annual Operating Cost** – Staff time for grant administration.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – The County will not utilize available state funding sources for arthropod control.
- **Financial Fiscal impact if not approved** – Additional Ad Valorem funding will be needed to purchase chemicals.

**DOCUMENTS REQUIRING ACTION:**

- FY22 Detailed Work Plan Budget – Arthropod Control

**RECOMMENDATION:**

- Move that the Board authorize the Public Works Department's Mosquito Control Division to apply for grant funding for the purpose of Arthropod Control in Martin County, and
- Move that the Board authorize the County Administrator or designee to execute the FY22 Detailed Work Plan Budget – Arthropod Control.

**PERMISSION TO ACCEPT**

**3. PERMISSION TO ACCEPT FUNDS FROM DEPARTMENT OF HEALTH'S FLORIDA OVERDOSE DATA TO ACTION (OD2A) GRANT**

- **Agreement/Contract drafted by** – Martin County Department of Health
- **Parties to the Agreement/Contract** – Martin County Department of Health and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Martin County Department of Health

received a grant award of \$67,400 for funding salaries, supplies, intervention programs and outreach efforts related to opioid and overdose prevention and education. Martin County Board of County Commissioners will conduct project activities and invoice Martin County Department of Health for expenditures.

- **New/Renewal/Modified** – This is a renewal of funding for Year 3 of the Overdose Data to Action (OD2A) program. Martin County Board of County Commissioners will be reimbursed for expenditures by the Martin County Department of Health. Martin County Board of County Commissioners will invoice the Martin County Department of Health. Martin County Department of Health will maintain a blanket purchase order until funds are expended.
- **Duration** – September 1, 2021 through August 31, 2022.
- **Benefits to Martin County** – Enables the County to enhance project efforts and provide community outreach and education. Most importantly, this program aims to reduce the frequency of overdose occurrences.
- **Cost to Martin County** – Staff time to administer the grant.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Overdose prevention, education, and outreach efforts will cease.
- **Financial Fiscal impact if not approved** – There will be no funds dedicated to support overdose prevention, education, and outreach throughout the community.

**DOCUMENTS REQUIRING ACTION:**

- Budget Resolution

**RECOMMENDATION:**

- Move that the Board adopt the Budget Resolution.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**4. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSPORTATION GRANT AGREEMENT 444025-1-94-01 FOR MILL AND RESURFACE RUNWAY 7/25 (DESIGN)**

- **Agreement/Contract drafted by** – Florida Department of Transportation
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$100,000 for the Design to Mill and Resurface Runway 7/25.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – Date of Execution to December 31, 2023.
- **Benefits to Martin County** – FDOT grant will cover 80% of the total cost required for the design to Mill and Resurface Runway 7/25.
- **Cost to Martin County** – Local share in the amount of \$20,000 will be provided from Airport Reserves. There is no associated operating cost.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Airport will need to reprogram funding which would increase project time and cost.

- **Financial Fiscal impact if not approved** – Airport will need to allocate approximately \$20,000 for the design to Mill and Resurface Runway 7/25

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract (2 copies)
- Budget Resolution (2 copies)

**RECOMMENDATION:**

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

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**5. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PUBLIC TRANSPORTATION GRANT AGREEMENT 448086-1-94-01 FOR TRACTOR EQUIPMENT**

- **Agreement/Contract drafted by** – Florida Department of Transportation
- **Parties to the Agreement/Contract** – FDOT and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$100,000 to be used to acquire tractor equipment to be used at Witham Field.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – Expires on December 31, 2023.
- **Benefits to Martin County** – FDOT grant will cover 80% of the total cost towards the purchase of tractor equipment needed for the upkeep of the Airport grounds thus creating a safer flying environment.
- **Cost to Martin County** – Local share in the amount of \$20,000 will be provided from Airport Reserves. There is no associated operating cost.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – Airport will need to reprogram funding to aid with the funding of equipment.
- **Financial Fiscal impact if not approved** – Airport will need to fund the purchase of a tractor without grant assistance.

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract (2 copies)
- Budget resolution (2 copies)

**RECOMMENDATION:**

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

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**6. PERMISSION TO ACCEPT THE LOCAL AGENCY PROGRAM (LAP) SUPPLEMENTAL GRANT FUNDING THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE RESURFACING OF CR 708 / SW BRIDGE RD. (CR 711 / PRATT WHITNEY TO SR 5 / US1) PROJECT (FM# 440811-1-58-01)**

- **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
- **Purpose of the Agreement/Contract** – The Supplemental Agreement decreases total funding for construction for the project by \$364,246. The revised LAP Grant Supplemental Agreement amount is now \$3,216,294 of the project cost totaling 3,245,594.10. 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, 2023 (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 project that eliminate public hazards and repair, remodeling, renovations or replacement of obsolete or worn out facilities.
- **Cost to Martin County** – Local funding contribution has been decreased from \$526,754 to \$29,300, per Exhibit B. These costs in excess of the programmed Federal 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 22 Capital Improvement Funds (CIP)
  - Annual maintenance cost is estimated to be \$2,000 per year.
  - 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 \$ \$3,216,294 in grant funding for the Construction of the project.

**DOCUMENTS REQUIRING ACTION:**

- LAP Supplemental Agreement
- Board Resolution
- Budget Resolution

**RECOMMENDATION:**

- Move that the Board authorize the Chair to execute the LAP Supplemental Agreement as well as any non-monetary grant related documents upon review and concurrence by the County Attorney's Office;
- Move that the Board adopt the Board Resolution to accept the LAP Supplemental Agreement; and
- Move that the Board adopt the Budget Resolution to approve the budget decrease.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**7. PERMISSION TO ACCEPT THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) BEACH MANAGEMENT FUNDING ASSISTANCE PROGRAM GRANT #22MI2 FOR THE MARTIN COUNTY SHORE PROTECTION PROJECT**

- **Agreement/Contract drafted by** – Florida Department of Environmental Protection.
- **Parties to the Agreement/Contract** – Florida Department of Environmental Protection and Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – On September 29, 2020 staff received permission to apply for FDEP funding for the Martin County Shore Protection Project/Hutchinson Island 4-Mile Beach Project. Staff is requesting authorization to accept funds for design and monitoring of the Hutchinson Island 4-Mile Beach Project. The grant total is \$450,000 (FDEP share is 45.97%: \$206,865 and Martin County share is 54.03%: \$243,135).
- **New/Renewal/Modified** – New.
- **Duration** – July 1, 2021 through Sept 30, 2024
- **Benefits to Martin County** – New work covered in this request includes all permit-required monitoring for Hutchinson Island 4-Mile Beach Project.
- **Cost to Martin County** – Staff time to administer the grant and the total Martin County share of 54.03%: \$243,135 programmed in the Hutchinson Island 4-Mile Beach Project CIP.

**ALTERNATIVE ACTION:**

- **Programmatic Implication if not approved** – County would be responsible for all expenses related to this project.
- **Financial Fiscal impact if not approved** – Funding for this work would be the County's sole responsibility.

**DOCUMENTS REQUIRING ACTION:**

- Grant Agreement
- Budget resolution

**RECOMMENDATION:**

- Move that the Board authorize the Chair or designee to execute the FDEP grant 22MI2, as well as to authorize the County Administrator or designee to approve any future 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**

**OTHER OMB ITEMS**

**8. BUDGET TRANSFER FROM RESERVES**

Human Services is requesting a \$5,000 budget transfer from Medical Services Budget Reserves for Contingencies. Funds will be used to purchase additional testing supplies for the Martin County Drug Lab. The Martin County Drug Lab provides drug screening services for various court diversion programs and community agencies. These additional supplies will sustain the lab and continue to make drug screening services available through the end

**BCC MEETING DATE:** September 14, 2021  
**AGENDA ITEM:** DEPT-1

of this fiscal year.

**DOCUMENTS REQUIRING ACTION:**

- Budget Transfer from Medical Services Budget Reserves for Contingencies

**RECOMMENDATION:**

- Move that the Board approve the budget transfer in the amount of \$5,000 from Medical Services Budget Reserves for Contingencies.

**9. EXECUTE GRANT CONTRACT FOR THE E911 STATE GRANT FOR CUSTOMER PREMISE EQUIPMENT UPGRADE**

On August 10, 2021, the Board approved the Permission to Accept for the E911 State Grant Award and budget resolution for Customer Premise Equipment (CPE) Upgrade. The grant agreement was not included in the documents requiring action on the original agenda item.

The Office of Management & Budget is requesting approval for the Board to execute the grant contract.

**DOCUMENTS REQUIRING ACTION:**

- Grant Contract

**RECOMMENDATION:**

- Move that the Board execute the E911 State Grant Contract.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

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