

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** September 21, 2021

VIA: Taryn Kryzda
County Administrator

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

REF: 21-0876
**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE
BOARD APPROVAL**

PERMISSION TO APPLY

1. **PERMISSION TO APPLY FOR THE SPENCER EDUCATIONAL FOUNDATION FISCAL YEAR 2021-2022,
SUMMER INTERNSHIP GRANT FOR RISK MANAGEMENT STUDENT INTERN**
- **Requestor** – Administration Department – Human Resources and Risk Management Division
 - **Granting Agency** – Spencer Educational Foundation
 - **Project Description** – Spencer Educational Foundation provides grants of up to \$7,500 to various agencies, for compensation of a paid internship for students interested in the risk management field. The student must be seeking a Risk Management related field and must intern for the agency for a minimum of eight consecutive weeks. The prospective internship start date is Summer 2022. This grant will allow one student to gain real-world public-sector experience in risk management and be compensated for their internship with our organization.
 - **Requested Grant Award** – \$7,500
 - **Budgetary Impact** – None
 - **Annual Operating Cost** – Staff time for grant administration.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Human Resources and Risk Management would not be able to hire a paid intern.
- **Financial Fiscal impact if not approved** – Human Resources and Risk Management would not have available funding for a paid intern.

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize the Administration Department's Human Resources and Risk Management Division to apply for the Spencer Educational Foundation Grant for Fiscal Year 2021-2022.

2. **PERMISSION TO APPLY FOR THE REBUILD FLORIDA CDBG-MITIGATION GENERAL INFRASTRUCTURE PROGRAM FOR THE MARTIN DOWNS WATER REPUMP STATION IMPROVEMENTS**

- **Requestor** – Utilities and Solid Waste Department
- **Granting Agency** – United States Department of Housing and Urban Development (HUD)
- **Project Description** – Construction of a potable repump station, conversion of two on site ground storage tanks from reclaimed water to potable water, and addition of an on site generator at the Martin Downs utility site.
- **Requested Grant Award** – \$4,250,000
- **Budgetary Impact** – Project is currently part of approved Capital Improvement Project to be funded by Capital Facilities Charges Water Fees from Utilities. The Grant will offset most of the costs for the project.
- **Annual Operating Cost** – \$22,000 for initial conditions and increasing to \$75,000 per year for build out conditions for electricity.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Project will still need to be constructed to accommodate additional potable water demand in the western portion of the system.
- **Financial Fiscal Impact if not approved** – Project will need to be funded thru the Utilities and Solid Waste Department or alternate funding will need to be used.

DOCUMENTS REQUIRING ACTION:

- None at this time.

RECOMMENDATION:

- Move that the Board authorize the Utilities and Solid Waste Department to apply for the Grant in the amount of \$4,250,000.

PERMISSION TO ACCEPT

3. **PERMISSION TO ACCEPT THE CENTER FOR DISEASE CONTROL AND PREVENTION (CDC) DRUG FREE COMMUNITIES (DFC) GRANT (5 NH28CE003044-02-00)**

- **Agreement/Contract drafted by** – US Department of Health and Human Services
- **Parties to the Agreement/Contract** – US Department of Health and Human Services and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant continuation award of \$125,000 for Year 2 of funding to support the goals of the Martin County Community Action Coalition workgroup, focusing on youth substance use prevention. In total, the award is \$611,000 over a five-year project period (December 31, 2020 – September 29, 2025), with \$111,000 in Year 1 and \$125,000 per year for Years 2-5.
- **New/Renewal/Modified** – This is a new contract for a continuation award.
- **Duration** – September 30, 2021 – September 29, 2022
- **Benefits to Martin County** – Enables the County to expand and support local efforts that aim to reduce and prevent youth substance use. This program will allow Martin County to better serve a high-needs population and help connect them to the services in an effort to promote physical and mental health, avoid incarceration, and help maintain public safety.

- **Cost to Martin County** – Grant Match of \$125,000 for the Year 2 project period, which will be provided through a combination of in-kind match dollars consisting of Martin County staff time and fringe benefits, Coalition member time and effort, and meeting/office space costs.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – The Martin County Community Action Coalition will not be able to function as an actionable group and will struggle to meet desired outcomes.
- **Financial Fiscal impact if not approved** – The Martin County Community Action Coalition will not have funding to be able to continue substance use prevention work in 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 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) (2021-JAGC-MART-1-3B-096)

- **Agreement/Contract drafted by** – Florida Department of Law Enforcement
- **Parties to the Agreement/Contract** – Florida Department of Law Enforcement, Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Grant award of \$53,186 to support Martin County Juvenile Diversion Programs' staff and training.
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – October 1, 2021 – September 30, 2022
- **Benefits to Martin County** – Enables the County to expand and continue to support Juvenile Diversion programming, including Delinquency Diversion programs and Juvenile Drug Court. This program will allow Martin County to better serve a high-needs juvenile population and help connect them to the services they need in an effort to avoid incarceration, reduce recidivism, and help maintain public safety.
- **Cost to Martin County** – Staff time to administer grant.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – Juvenile Diversion Programs will not be able to provide dedicated case management services to clients.
- **Financial Fiscal impact if not approved** – None

DOCUMENTS REQUIRING ACTION:

- Edward Byrne Memorial Justice Assistance Grant (JAG) Program Acceptance of Federal Funding Assistance
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chair to execute the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Acceptance of Federal Funding Assistance

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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5. PERMISSION TO ACCEPT THE SMALL COUNTY OUTREACH PROGRAM (SCOP) GRANT FUNDING THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE CRA1A/DIXIE HIGHWAY RESURFACING (FROM SE MONTEREY ROAD TO SE 5TH STREET) PROJECT (FM# 441909-1-54-01)

- **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** – To provide funding not to exceed 75% of the original roadway resurfacing scope of the project with a maximum amount of \$567,036. The total estimated cost of the project is \$756,048. The CRA1A/Dixie Highway Resurfacing (from SE Monterey Road to SE 5th Street) Project scope includes milling and resurfacing, drainage improvements, signage and pavement markings.
- **New/Renewal/Modified** – New
- **Duration** – Martin County agrees to complete the Project on or before December 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** – Match funds for roadway resurfacing and 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 budgeted funds from the FY22 Roads Capital Improvement Plan (CIP) in the amount of approximately \$189,012 which is the 25% match requirement for the SCOP grant; an annual maintenance cost is estimated to be \$2,000 per year; and Staffs 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 \$567,036 in grant funding for the Construction of the project.

DOCUMENTS REQUIRING ACTION:

- SCOP Agreement (1 copy)
- Board Resolution (2 copies)
- Budget Resolution

RECOMMENDATION:

- Move that the Board authorize the Chair to execute the SCOP 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; and
- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

6. PERMISSION TO ACCEPT THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR EQUIPMENT BACKGROUND/RELATED STRATEGIC GOAL

- **Agreement/Contract drafted by** – U.S. Department of Homeland Security/Federal Emergency Management Agency (FEMA)
- **Parties to the Agreement/Contract** – U.S. Department of Homeland Security/FEMA and the Martin County Board of County Commissioners.
- **Purpose of the Agreement/Contract** – Funding for a powered stretcher fastener system installed in all transport units totaling \$380,720.70
- **New/Renewal/Modified** – This is a new contract.
- **Duration** – Date of acceptance through August 25, 2023.
- **Benefits to Martin County** – The funding from this award will enable the County to install powered stretcher fastener systems in all transport units that will increase safety to both the patient and operator by supporting the cot throughout the entire loading and unloading process. Power-loading cot fastener systems help to prevent debilitating back, shoulder, and other muscular injuries. The power loaders are ergonomically designed to reduce operator and patient injuries by hydraulically lifting patients weighing up to 700 lbs. EMS providers that have implemented lifting and loading systems have witnessed significant reductions in work-related injuries. Workplace injury reduction equates to tremendous cost savings. The cumulative medical costs incurred by the employer associated with a single career-ending back injury or an injured patient can be staggering. The funding that had already been budgeted for this project will now be redirected to the installation of traffic preemption devices in all emergency response vehicles to enhance intersection safety and help reduce response times.
- **Cost to Martin County** – County match of \$34,610.97.

ALTERNATIVE ACTION:

- **Programmatic Implication if not approved** – There is a higher potential risk of an injury occurring to either the employee or patient during the on and offboard procedure from the EMS transport unit.
- **Financial Fiscal impact if not approved** – To outfit the entire transport fleet without the grant assistance would cost \$380,720.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution
- Grant agreement

RECOMMENDATION:

- Move that the Board authorize the Chair or designee to execute the agreement through the FEMA online portal as well as any non-monetary grant related documents upon review and concurrence of the County Attorney's Office;
- Move that the Board authorize the Fire Rescue Chief, or designee, to submit and execute any additional changes, documents, or budget actions, as well as any amendments to the grant contract; and
- Move that the Board adopt the Budget Resolution.

REVIEWED BY COUNTY ATTORNEY'S OFFICE

OTHER OMB ITEMS

7. 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 ALLOCATE ADDITIONAL REVENUES FOR SAILFISH SPLASH WATERPARK

During 2021, Sailfish Splash Waterpark had a financially successful operating season and exceeded the revenue collection reflected in the FY21 budget by approximately \$555,000. The Office of Management and Budget is requesting a Budget Resolution to appropriate the additional revenues into the FY21 budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution to allocate the additional revenues collected by Sailfish Splash Waterpark in the amount of \$555,000.

B. BUDGET RESOLUTION TO RECOGNIZE UNANTICIPATED REVENUES FROM FEES COLLECTED IN THE COURT FACILITIES FEE FUND

\$50,000 in additional fees are anticipated from the \$30 surcharge fees for Court Facilities. The funds collected are to be used to fund State Court facilities. This is pursuant to F.S. 318.18(13)(a). A Budget Resolution is required to appropriate the unanticipated revenues into the FY21 budget. Additionally, a Budget Transfer from Reserves from the Court Facilities Fund in the amount of \$120,000 is requested to offset expenses incurred for courthouse maintenance.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution
- Budget Transfer from Court Facilities Fund Reserves

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution to increase the Court Facilities Fee Fund for additional fees collected; and
- Move that the Board approve the Budget Transfer from Court Facilities Fund

reserves.

C. BUDGET RESOLUTION TO RECOGNIZE UNANTICIPATED REVENUES COLLECTED IN THE CONSOLIDATED FIRE MSTU FUND

During FY21, the Fire Rescue Department has been successful in diligently recouping Public Emergency Medical Transportation (PEMT) fees for the County and exceeded the projected revenue collection by approximately \$150,000. Additionally, Martin County Fire Rescue received reimbursement from the State in the amount of \$85,000 for their efforts in assisting with Hurricane Michael. The Office of Management and Budget is requesting a Budget Resolution to appropriate the unanticipated revenues into the FY21 budget.

DOCUMENTS REQUIRING ACTION:

- Budget Resolution

RECOMMENDATION:

- Move that the Board adopt the Budget Resolution to allocate the additional revenues collected by the Fire Rescue Department in the amount of \$235,000.

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