

Supplemental Memorandum



Date: July 20, 2026
To: Honorable Members of the Board of County Commissioners
Via: Don G. Donaldson, P.E., County Administrator
From: Stephanie Merle, Director of the Office of Management & Budget
Reference: 26-0808
Subject: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE BOARD APPROVAL

PERMISSION TO APPLY

1. Permission to Apply for the State of Florida Department of Transportation (FDOT) Public Transportation Grant Agreement for FY27 Section 5311 Non-Urbanized Area Formula Funds for Operating Assistance

- **Requestor** – Public Works Department
- **Granting Agency** – FDOT
- **Project Description** – This grant provides operating assistance to continue the Indiantown non-urbanized bus route service.
- **Requested Grant Award** – \$213,743 (Estimated)
- **Budgetary Impact** – Estimated grant match of \$213,743 budgeted in the Public Works Transit operating budget.
- **Annual operating costs** – Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – The Indiantown non-urbanized bus route service would be reduced or discontinued.
- **Financial Fiscal impact if not approved** – To maintain the current level of service, additional County funds would be required.

Documents Requiring Action:

- Board Resolution

Recommendation:

- Move that the Board adopt the Board Resolution, authorizing the County Administrator or designee to file an application for the FDOT FY27 Section 5311 non-urbanized area public transportation grant; and
- Move that the Board authorize the County Administrator or designee to execute and file with its application, any corresponding documents the

Florida Department of Transportation will require before awarding a Public Transportation grant agreement.

Reviewed by County Attorney's Office

2. Permission to Apply for the FY27 Mosquito Control State Financial Assistance Agreement from the State of Florida, Department of Agriculture and Consumer Services

- **Requestor** – Public Works Department, 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, Mosquito Control Division to be used for the purchase of chemicals and equipment used for Arthropod Control.
- **Requested Grant Award** – \$69,587.50 (funding dependent)
- **Budgetary Impact** – The agreement requires matching with local funds of 20% which will be done through the purchase of chemicals using operating funds.
- **Annual operating costs** – Staff time to administer the grant.

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** – Alternate funding will need to be established to purchase chemicals.

Documents Requiring Action:

- FY27 Tentative Detailed Work Plan Budget – Arthropod Control

Recommendation:

- Move that the Board authorize the Public Works Director, or designee, to apply for the FY27 Mosquito Control State Financial Assistance, and
- Move that the Board authorize the Chair to execute the FY27 Tentative Detailed Work Plan Budget – Arthropod Control.

Reviewed by County Attorney's Office

PERMISSION TO ACCEPT

3. Permission to Accept the Federal Transit Administration (FTA) FY23 Section 5339-Bus and Bus Facilities Urbanized Formula Grant

- **Agreement/Contract drafted by** – FTA
- **Parties to the Agreement/Contract** – FTA and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$146,920. 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 Americans with Disabilities Act (ADA) accessible bus to be used for the Martin County Public Transit service (Marty).

- **New/Renewal/Modified** – New (awarded annually)
- **Duration** – June 6, 2026 – March 30, 2035
- **Benefits to Martin County** – This grant will help purchase a replacement bus for the Martin County Public Transit program (Marty).
- **Cost to Martin County** –
 - a. Florida Department of Transportation (FDOT) Toll Revenue Credits (TRC) in the amount of \$36,730 will be used as soft match;
 - b. Staff time to administer the grant.

Alternative Action:

- **Programmatic Implication if not approved** – If this grant is not accepted, the purchase of a replacement bus would be delayed, which impacts Marty's ability to maintain its fleet in a State of Good Repair as required by 49 U.S.C. § 5339.
- **Financial Fiscal impact if not approved** – This grant is combined with other grants to purchase a replacement bus. If this grant is not accepted, then the purchase of a replacement bus would be delayed until other grants or local funds are identified.

Documents Requiring Action:

- Execute Grant Agreement (Electronically in Trams)
- Budget Resolution

Recommendation:

- Move that the Board authorize the County Administrator or designee to electronically execute the grant agreement on behalf of the Chair as well as 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

4. Adjustments to the Fiscal Year 2026 Budget

The Office of Management and Budget (OMB) is requesting approval to modify the fiscal year 2026 budget per 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. Request to Approve Budget Resolution for the State FY27 Allocation of Federal Highway Administration (FHWA) Funds for the Martin County Metropolitan Planning Organization (MPO)

The Martin County MPO is the recipient of Federal Highway Administration (FHWA) metropolitan planning funds (PL Funds) authorized under 23 U.S.C.134, 23 CFR 450 and Section 339.175, Florida Statutes. The Florida Department of Transportation is authorized to transmit to the MPO its proportionate share of PL Funds approved by the FHWA. Funds are authorized on an annual basis. This is a budget resolution to accept into the County budget the State FY27 PL funding allocation for the Martin MPO in the amount of \$800,808.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution for State FY27 FHWA PL funding allocation for the MPO.

B. Request to Allocate Insurance Proceeds from Damages to Traffic Signals & Streetlights

Martin County is in receipt of insurance proceeds due to damages to County-maintained traffic signals and streetlights caused by third-party accidents. The Office of Management and Budget is requesting a Budget Resolution to allocate the insurance proceeds in the amount of \$19,404 back into the Traffic Signals and Streetlight Rehabilitation project budget to offset the costs of the repairs.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution for the insurance proceeds from damages to County-maintained traffic signals and streetlights caused by third-party accidents.

C. FY26 Capital Improvement Plan (CIP) Amendments for Utilities Department

Martin County Utilities Department requests Board approval to amend the Tropical Farms Plant Expansion and Martin Downs Chlorination Facility project budgets by transferring available balances from completed CIP projects with remaining funds to projects identified in the Capital Improvement Plan. This budget adjustment will accelerate selected task orders from FY27 to FY26.

The Office of Management and Budget requests the amendment of the CIP sheet to recognize the grant revenues.

Documents Requiring Action:

- FY26 Amended CIP Sheet for Tropical Farms Plant Expansion
- FY26 Amended CIP Sheet for Martin Downs Chlorination Facility

Recommendation:

- Move that the Board approve the FY26 amended CIP Sheets for Tropical Farms Plan Expansion and Martin Downs Chlorination Facility; and
- Move that the Board approve a budget transfer from completed projects to the Tropical Farms Plant Expansion and Martin Downs Chlorination Facility projects.

D. Allocation of Funds for Fiscal Year 2026 Salary Adjustments

The FY26 Adopted Budget includes salary adjustments based on the Teamsters contract. The contract provides for a wage increase of \$2.50 an hour or a wage increase of 6% in October 2025, whichever is greater. The remaining employees, which are termed as Non-bargaining employees are being provided with the same provision, with an effective date of 10/1/2025. Funding for salary adjustments was placed in reserves in the FY26 Adopted Budget. Moving monies from any established reserve requires BOCC approval. Therefore, the Office of Management and Budget requests approval to transfer those previously budgeted funds from the various reserves for salaries and allocate them to the respective departments. Additionally, budgeted funding for the IAFF salary adjustments was placed in reserves, which also requires Board approval to transfer funds.

Documents Requiring Action:

- Budget Transfer from Reserves

Recommendation:

- Move that the Board authorize a budget transfer from various reserves for salary adjustments, as approved in the FY26 Adopted Budget.

E. Request to Allocate Insurance Proceeds from Damages to Martin County Fire Rescue Vehicles

Martin County Fire Rescue's rescue units and service trucks have sustained body and structural damages due to vehicle collisions when responding to emergency calls. The vehicles have been evaluated by an insurance adjuster and the manufacturer's authorized dealer for an estimated quote for repairs. The estimated insurance proceeds for repair total \$167,207. The Office of Management and Budget is requesting a Budget Resolution to allocate the insurance proceeds in the amount of \$167,207 back into the Fire Rescue vehicle repair and maintenance budget to offset the costs of repairs.

Documents Requiring Action:

- Budget Resolution

Recommendation:

- Move that the Board adopt the Budget Resolution for the insurance proceeds from the damages to Martin County Fire Rescue's rescue units and service trucks.

Reviewed by County Attorney's Office

DGD/SM/rp

Attachments