

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners     **DATE:** January 6, 2025

**VIA:** Don G. Donaldson, P.E.  
County Administrator

**FROM:** Stephanie Merle  
Director of the Office of Management & Budget

**REF:** 25-0024

**SUBJECT: OFFICE OF MANAGEMENT AND BUDGET ITEMS WHICH REQUIRE  
BOARD APPROVAL**

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**PERMISSION TO ACCEPT**

1. **Permission to Accept the Bureau of Justice Assistance (BJA) FY 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation**
  - **Agreement/Contract drafted by** – Acting Assistant Attorney General Brent J. Cohen, Department of Justice (DOJ), Office of Justice Programs (OJP)
  - **Parties to the Agreement/Contract** – Department of Justice (DOJ), Office of Justice Programs (OJP) and Martin County
  - **Purpose of the Agreement/Contract** – Grant award of \$25,564 for funding to offset costs for Martin County Sheriff's Office Traffic Unit and Agricultural/Environmental Unit.
  - **New/Renewal/Modified** – New (awarded annually)
  - **Duration** – October 1, 2023 to September 30, 2027
  - **Benefits to Martin County** – Enables Martin County Sheriff's Office, Traffic Unit, and Agricultural/Environmental Unit to offset costs for equipment to enhance safety within Martin County.
  - **Cost to Martin County** – This grant has no match requirement.

**Alternative Action:**

- **Programmatic Implication if not approved** – The financial amount to offset costs for equipment is currently needed. If the funding is not accepted to apply towards equipment items, it prevents safety enhancement of the Martin County Sheriff's Office, Traffic Unit and Agricultural/Environmental Unit.
- **Financial Fiscal impact if not approved** – Our current budget does not allow for the additional requested items.

**Documents Requiring Action:**

- Grant Agreement Electronic Signature

**Recommendation:**

- Move that the Board authorize the County Administrator to execute the grant Agreement.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

2. **Permission to Accept the FY 2024-2025 Spencer Educational Foundation Summer Internship Grant for Risk Management Student Intern**

- **Agreement/Contract drafted by** – Spencer Educational Foundation
- **Parties to the Agreement/Contract** – Spencer Education Foundation and Martin County Board of County Commissioners
- **Purpose of the Agreement/Contract** – Grant award of \$7,500 for funding for a student intern.
- **New/Renewal/Modified** – New (awarded annually)
- **Duration** – Between May 2025 – August 2025
- **Benefits to Martin County** – Provides an opportunity for staff to expose young professionals to the field of government risk management. Establishes relationships with the community and government by exposing student with government operations.
- **Cost to Martin County** – Staff time to administer the grant.

**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:**

- Grant Agreement Award
- Budget resolution

**Recommendation:**

- Move that the Board authorize the Administration Department's Human Resources and Risk Management Division to accept the grant for the Spencer Educational Foundation Grant for FY 2024-2025; and
- Move that the Board adopt the Budget Resolution.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**OTHER OMB ITEMS**

3. **Budget Resolution to Allocate Contribution from the Coastal Conservation Association (CCA) for Boy Scout Island Shoreline Project**

Martin County is in receipt of a contribution from the CCA in the amount of \$50,000 for the Boy Scout Island Shoreline Project. Boy Scout Island, located within the Indian River Lagoon, originally spanned 4.5 acres as a spoil island. Over time, it has diminished by 66%, now covering 1.4 acres and continues to experience erosion. The island serves as a key destination for recreational boaters, anglers, and the Environmental Studies Center, which uses the island for educational purposes. The \$50,000 contribution from the Coastal Conservation Association will be allocated towards numerical modeling and a feasibility study to evaluate alternatives for restoration and protection of the island, funded through their Habitat Funding grant. A Budget Resolution and an amendment to

the Capital Improvement Plan (CIP) sheet is required to allocate the unanticipated revenues into the project budget.

**Documents Requiring Action:**

- Budget Resolution
- FY25 Amended CIP Sheet

**Recommendation:**

- Move that the Board approve the Budget Resolution to accept the \$50,000 contribution into the Boy Scout Island Shoreline Project; and
- Move that the Board approve the amended Shoreline Management CIP Sheet.

**REVIEWED BY COUNTY ATTORNEY'S OFFICE**

**4. Request to Amend Charlie Leighton Park Capital Improvement Plan (CIP) Sheet**

The Charlie Leighton Park (CLP) and Boat Ramp project is now fully permitted and ready to proceed to bidding. To ensure the project is fully funded and to maximize current funding opportunities, the Parks and Recreation Department proposes the reallocation of currently budgeted funds from Active Parkland Impact Fees and budgeted ad valorem capital from other Parks projects that have longer project initiation schedules. Charlie Leighton Park, which includes expanding the boat ramp parking and enhancing the park, supports a key goal of the Board and has been in development for several years.

The estimated total cost of the project is \$4.4 million (which includes the Boat Ramp project; approximately \$1 million), with \$585,000 provided through a grant from the Florida Inland Navigation District. Currently, the project has an available budget of approximately \$3.2 million. Adjusted Capital Improvement Program (CIP) sheets are attached to reflect the reallocation of funds from the Citrus Grove and Sand Dune Café projects to Charlie Leighton Park.

Specifically, \$600,000 in ad valorem funds originally allocated for multipurpose fields at Citrus Grove Park will be redirected to CLP. This adjustment is due to the determination that the additional fields are no longer necessary, as the Newfield Development is addressing this need for the community. Additionally, \$700,000 in Active Parkland funds from the Sand Dune Café project will be redirected to CLP. While the Sand Dune Café project is fully funded and its design is underway, it will take at least two more years to secure the required environmental permits and complete architectural plans to commence due to the complex nature of the construction.

The Office of Management and Budget requests the adoption of the FY25 amended Charlie Leighton Park CIP sheet, and the approval of the transfer of funds from the identified Parks capital project budgets, to fully fund the Charlie Leighton Park project based on project estimates.

**Documents Requiring Action:**

- FY25 Amended Charlie Leighton Park CIP Sheet
- FY25 Amended Sand Dune Café CIP Sheet

**BCC MEETING DATE:** January 14, 2025  
DEPT-1

**Recommendation:**

- Move that the Board adopt the FY25 Amended Charlie Leighton Park CIP Sheet;
- Move that the Board adopt the FY25 Amended Sand Dune Café CIP Sheet; and
- Move that the Board authorize the transfer of funds from the Sand Dune Café and Citrus Grove Park CIP sheets to fund the Charlie Leighton Park CIP Sheet.

DGD/SM/rp  
Attachments

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