

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 18, 2007 ☒ Consent ☐ Regular
 ☐ Ordinance ☐ Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve a budget transfer in the amount of \$25,000 from the Law Enforcement Trust Fund (LETF) (1151) to the Palm Beach County Sheriff's Office (PBSO).

Summary: Florida Statute 932.7055 requires that no less than 15% of the LETF's previous year's revenues be used for the support or operation of drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood and school resource officer programs of various non-profit organizations. The PBSO's FY 2008 estimated donation requirement will not be finalized until year-end close-out. The funds are requested to aid qualified organizations that meet the requirements set forth in F.S. 932.7055. The PBSO's support of these programs exemplifies its strong commitment to the prevention and reduction of crime throughout the communities it serves and its desire to put money back into these communities to support organizations that provide such services. The current State LETF balance is \$811,878. Approval of this request will reduce the State Law Enforcement Trust Fund balance to \$786,878. The PBSO certifies that the use of these funds is in accordance with F.S. 932.7055. Below is a table indicating the organizations the PBSO seeks to fund and the corresponding amount of funding proposed per respective agency. No new positions are needed and no additional County funds are required. Countywide (DW)

ORGANIZATION	AMOUNT
The Arc of Palm Beach County Foundation, Inc.	\$25,000
Total Amount of Donations	\$25,000

Background and Justification: The Palm Beach County Sheriff's Office has a long-standing commitment to the reduction of crime and implementation of crime and drug prevention programs within Palm Beach County. Use of LETF requires approval by the Board in accordance with F.S. 932.7055, upon request of the Sheriff. This Statute requires that no less than 15 % of the last fiscal year's revenues be donated or expended for the support or operation of drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood or school resource officer programs. The PBSO certifies that the use of these funds is in accordance with F.S. 932.7055.

Attachments:

1. Budget Transfer
2. LETF Donation Application

RECOMMENDED BY: [Signature] 12/3/07
DEPARTMENT DIRECTOR DATE

APPROVED BY: [Signature] 12/13/07
ASSISTANT COUNTY ADMINISTRATOR DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures					
Operating Costs	\$25,000				
External Revenues	(\$25,000)				
Program Income					
(County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE					
Positions	0				
(Cumulative)					

Is Item Included in Current Budget: YES _____ NO X _____

Budget Account No.: Fund 1151 Agency 160 Org _____ Object _____

Reporting
Category _____

B. Recommended Sources of Funds / Summary of Fiscal Impact:

The funds are being requested from the State Law Enforcement Trust Fund. No additional County Funds are required.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Elizabeth Bloesch 12/11/07
OFMB
atw 12-11-07 VO 11/07

N/A
Contract Administration

B. Legal Sufficiency:

[Signature] 12/12/07
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET TRANSFER

Page 1 of 1 pages

FUND 1151 LAW ENFORCEMENT TRUST FUND

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
<u>Expenditures</u>								
<u>Transfers</u>								
160-1690-9498	Trfr to Sheriff Fund 1902	0	0	25,000	\$0	\$25,000		
<u>Reserves - New Projects</u>								
160-9900-9908	Reserves - New Projects	811,878	811,878	0	25,000	786,878		
TOTAL FUND				\$25,000	\$25,000			

Palm Beach County Sheriff's Office

Signatures

Date

By Board of County Commissioners
At Meeting of December 18, 2007

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Deputy Clerk to the
Board of County Commissioners



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

GENERAL INFORMATION

❖ **PURPOSE/GUIDELINES OF DONATION**

1. Law Enforcement Trust Fund (LETf) donations are intended to assist agencies and organizations with the following purposes:

Drug Treatment Program
Drug Abuse Education
Drug Prevention
Crime Prevention
Safe Neighborhood
School Resource Officer Program(s)
Special needs Non-Profit Programs

An agency or organization that wishes to receive such funds shall complete an application accompanied by a written certification, signed by the Executive Director or Fiscal Agent, that the funds will be used for one or more of the authorized purposes as listed above.

2. Pursuant to FSS 932.7055(5)(c), any agency or organization that receives money from a law enforcement trust fund shall provide an accounting for such monies. An "Accounting of Funds" form must be completed and is due 60 days after the earlier of termination of any funding Agreement or upon completion of the activities funded by any LETf donation.
3. Failure to comply with any of the provisions set forth in this application will result in denial of future funding.
4. Inclusion of printed program/organization brochure is optional.
5. In order to establish a clear understanding of the proposed program, applicants shall respond to all questions and complete the current year budget.
6. Each agency is asked to provide a contact person who will be available for further information, follow up and/or interviews.

❖ **FUNDING DECISIONS/APPROVAL**

The Palm Beach County Sheriff's Office has final approval to determine which programs will receive any designated funding. The Palm Beach County Board of County Commissioners must then approve the request prior to donation award.

❖ **AUTHORITY**

The use of LETf as donations is authorized under section 932.7055, Florida State Statutes.



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

APPLICATION

1. **Legal name of Organization:** The Association for Retard Citizens of Palm Beach County

The Arc of Palm Beach County

NAME

2. **Address:**

1201 Australian Ave

STREET ADDRESS

Riviera Beach, FL 33404

CITY, STATE, ZIP

3. **Executive Director:**

Mike Papa

NAME



SIGNATURE

(561) 842-3213

TELEPHONE NUMBER

MPAPA@ARCPBC.ORG

E-MAIL ADDRESS

Tax ID #: 85-8012673351C-1

4. **Fiscal Agent:**

Trudy Crowetz

NAME



SIGNATURE

(561) 842-3213

TELEPHONE NUMBER

tcrowetz@arcpbc.org

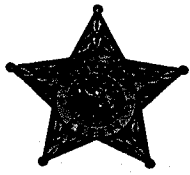
E-MAIL ADDRESS

5. **Date:**

9-13-07

DATE

09-13-2007 RCVD



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

Organization Name: The Arc of Palm Beach County

LETF Funding Request (MUST match total on Financial Application): _____

1. What service will your organization provide through the use of Law Enforcement Trust Funds?

- ☐ School Resource Officers
- ☐ Drug Treatment Program
- ☐ Crime Prevention
- ☒ **Safe Neighborhood**
- ☐ Drug Abuse Education
- ☐ Drug Prevention Programs

2. Organization Purpose: To provide positive recreational activities to children. Youth and adults with disabilities who would otherwise have no access to structured activities during non-school hours. People with disabilities are at risk for being both victimized due to their disability as well as at risk for negative behaviors due to lack of structured activities.

3. Provide a brief summary of program's activities/services to be funded: Special events for recreation participants. A scholarship fund for persons who can not afford the program fees for camp. Supplies for activities, instructional classes, and field trips. Recreational services will offer opportunities to persons with special needs in a self-contained setting or integrating children into existing city sponsored camp programs.

4. What results are you committed to achieving? Keeping people with disabilities safe through program that provide activities developing positive social skills for children and adults with disabilities by including them in community activities and recreation programs within local community centers. Preventing crime by people with disabilities by offering alternative activities and teaching positive social behaviors.



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

FINANCIAL APPLICATION

Period Covered (one year) From: 10 / 01 / 07

To: 9 / 30 / 08

No.	Expense	Program Total	LET Request	LET
1.	Salaries	\$ 155,170.00	\$ 5,500.00	3.54 %
2.	Employee Benefits/Payroll Taxes	\$ 26,500.00	\$ 1,815.00	6.85%
3.	Professional Fees	\$ 640.00	\$	0%
4.	Occupancy/Utilities	\$ 33,920.00	\$	0%
5.	Telephone	\$ 2,100.00	\$ 405.00	19.29%
6.	Postage/Shipping	\$ 1,140.00	\$	0%
7.	Printing & Publications	\$ 600.00	\$	0%
8.	Supplies	\$ 12,500.00	\$ 7,230.00	57.8%
9.	Travel	\$ 20,481.00	\$ 2,500.00	12.21%
10.	Meetings	\$ 350.00	\$ 350.00	100%
11.	Miscellaneous Expenses	\$ 16,460.00	\$ 7,200.00	43.4%
	Total Expenses	\$ 269,861.00	\$ 25,000.00	9.26%



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

Budget Narrative

**Provide detailed description for each expense listed on the Financial Application.
You may attach additional sheets if necessary.**

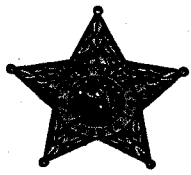
Salaries (list employees and individual compensation): Julie Lobdell, Director of Recreation & direct care
staff which a list will be attached as paid on payroll - \$5,500.00, Employee benefits and payroll taxes -
\$1,815.00

Professional Fees (list vendor and type of service provided): Auditor (within current funder budget)

Occupancy/Utilities (list utilities): Recreation building and office space, FPL, Bellsouth, Janitor, Park
maintenance, insurance, and W.P.B. water - \$33,920.00 (not requesting funds from LETF)

Telephone (provide telephone numbers): 561-252-8891; 561-797-3797, 561-804-4910, 561-804-4911,
561-804-4912 - \$405.00

Printing & Publications (list type of material):



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

Supplies (list supplies/equipment): Easy reading books - \$345.00, water net for volley ball - \$200.00, supplies for photos - \$350.00, t-shirts for staff and participants - \$800.00, Recreation program supplies and equipment (list will follow of all purchases made) - \$2,535.00

Travel (individuals traveling, destination and purpose): Charter bus cost – special needs adult group trip to theme park or Sea World - \$2,500.00

Meetings (attendees, purpose, items needed for meeting): CPR & First Aid Class and Sign Language Class - \$350.00

Miscellaneous Expense (specify items): Camp fee scholarships - \$5,000.00 (for day camps which will provided to working parents), storage facility - \$2,000.00, food and beverages - \$200.00, varies field trips & special quests - \$3,000.00 (log of all trips/ guests receipts will be provided).



**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

APPLICATION CERTIFICATION

I hereby certify that any LETF funds received will be used for the authorized purpose as indicated on Page 3 of this application. Additionally, I certify that the agency requesting the funds is a not-for-profit agency or organization, which has been held to be tax exempt under the provisions of s. 501 of the Internal Revenue Code, and is registered as a Non Profit organization with the State of Florida, Department of State, Division of Corporations.

Julie Lobdell
Name (please print)

Director of Recreation
Title (please print)

Julie Lobdell
Signature

9-13-07
Date

NOTARY SECTION:

State of Florida

County of Palm Beach

The foregoing Agreement was acknowledged and subscribed before me this 13 day of September, 2007 by Julie Lobdell (name of individual) as Director of Recreation (title) of The Arc of Palm Beach County (name of organization/ agency), who is personally known to me or who produced _____ as identification.

Linda Houston
Notary Public



My Commission Expires:

09-13-2007 RCVD