Agenda Item No. 3003

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: May 6, 2008		[x]	Consent	Ľ	]	Regular	
Department:	1	[]	Ordinance	I	]	Public Hearing	
Submitted By: Submitted For:			<u>Sheriff's Office</u> Sheriff's Office				

### I. <u>EXECUTIVE BRIEF</u>

**Motion and Title: Staff recommends motion to: A) Accept** on behalf of the Palm Beach County Sheriff's Office donations from the citizens of Palm Beach County held in trust by the Safety Council of Palm Beach County to the Palm Beach County Sheriff's Office Florida Child Seat Distribution Program in the amount of \$12,553; B) Approve a budget amendment in the amount of \$12,553 in the Sheriff's Grant Fund.

**Summary**: On August 21, 2006, The Florida Department of Transportation (FDOT) awarded the Palm Beach County Sheriff's Office (PBSO) the Florida Child Seat Distribution Program Grant. Under this grant, the FDOT distributed child safety seats, inspection station supplies and educational materials directly to the PBSO. The PBSO served as the central point of contact for the distribution of the approved materials. The fourth and final year of the program was designed to be self-sufficient from the donations collected from the individuals receiving child safety seats. On December 4, 2006, PBSO entered into an agreement with the Safety Council of Palm Beach County (SCPBC) for the SCPBC to hold all funds collected in trust for the PBSO. PBSO requested and received the funds from SCPBC to purchase safety seats, related equipment, and safety materials. There is no additional allocation needed, no matching funds required, and no additional County funds are required. <u>Countywide</u> (DW)

**Background and Justification**: The Florida Department of Transportation awards grant funds received from the National Highway Traffic Safety Administration. Under the Highway Safety Act of 1966, the National Highway Safety Program was created to reduce traffic accidents, deaths, injuries, and property damage. The Palm Beach County Sheriff's Office received and distributed equipment and supplies through the Florida Child Seat Distribution Program Grant. The Catalog of Federal Domestic Assistance (CFDA) Number for this program is 20.600.

#### Attachments:

1. Budget Am 2. Award Lette 3. Agreement		, . ,
RECOMMENDED B		4/4/05
APPROVED BY:	DEPARTMENT DIRECTOR	/ DATE 4/22/08
	ASSISTANT COUNTY ADMINISTRATOR	DATE

## II. FISCAL IMPACT ANALYSIS

# A. Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b> Capital Expenditures Operating Costs	<b>2008</b> 0 \$12,553	2009	2010	2011	2012
External Revenues Program Income (County)	(\$12,553)				
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				
Is Item Included in Curre	ent Budget: YE	ES	NO	X	
Budget Account No.: Fund	_1152 Agency	/ 160	Org212	24Object	6600
	Reporting Category				

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

The Florida Child Seat Distribution Program is funded through public donations held in trust by the Safety Council of Palm Beach County. There is no match requirement associated with this award. No additional positions are created, and no additional County funds are required.

Florida Child Seat Distribution Program	\$12,553
Required Match	<u>\$0</u>
Total Program Budget	\$12,553

### III REVIEW COMMENTS

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A. OFMB Fiscal and/or Contract Administration Comments:

v 0 04/11

B. Legal Sufficiency:

08 Assistant unty Atl

C. **Other Department Review:** 

**Department Director** 

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

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#### BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

Page 1 of 1

### FUND 1152 - Sheriff's Grants Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
Revenues				· · · · · · · · · · · · · · · · · · ·				
Florida Child Seat Dist	tribution Program							
160-2124-6600	Private Donation - Other Public Safety	0	0	12,553		12,553		
	TOTAL REVENUES	0	\$4,874,008	\$12,553	\$0	\$4,886,561		
Expenditures								
<u>Florida Child Seat Distr</u> 160-2124-9498	ribution Program Transfer to Sheriff's Fund	0	0	12,553		12,553		
	TOTAL EXPENDITURES	0	\$4,874,008	\$12,553	\$0	\$4,886,561		
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Palm Beach County Sh	neriff's Office	Signatures		Date			By Board of County At Meeting of May	
INITIATING DEPARTN	MENT/DIVISION	A	- 4	9/05	<u> </u>			
Administration/Budge	et Department Approval				1		Deputy Clerk to the Board of County Co	
OFMB Department - P	Posted							



JEB BUSH GOVERNOR

Ric L. Bradshaw

605 Suwannee Street Tallahassee, FL 32399-0450 August 21, 2006

DENVER J. STUTLER, JR. SECRETARY

Sheriff					
Palm Beach County Sheriff's Office 3228 Gun Club Road				2006	EXE
West Palm Beach, Florida 33406-3001					C.
Re: Florida Child Safety Seat Distribution Program				29	R
Dear Sheriff Bradshaw:					¢
Congratulations your agency has been selected to make		~ ^		စ္	
Congratulations, your agency has been selected to receiv above referenced program	e Highway Safet	y Grant fund	led items ur	ider the	6 (C) 1 (1

Congratulations, your agency has been selected to receive Highway Safety Grant funded items under the above referenced program.

This initiative includes distributing child safety seats, inspection station supplies, and educational materials, directly to your agency, through one grant funded subgrantee. This subgrantee will function as a centralized point of contact for the purchase and distribution of all approved materials. Therefore, the correspondence you receive concerning receipt of grant funding will not include a dollar amount awarded directly to your agency, thus reducing your agency's administrative requirements and eliminating your financial responsibilities, so that all efforts will be directed toward saving lives and reducing life-long injuries in your community.

In order to expedite the distribution process, it is extremely important that the enclosed Acceptance and Agreement and survey are completed and returned by close of business Friday, September 15, 2006. The Acceptance and Agreement must be returned to the Tallahassee Community College and the survey must be returned to the Florida Child Safety Seat Distribution Program. Please follow the instructions carefully to ensure the required information is completed properly and by the deadline.

Please select a Project Director to represent your agency. The Project Director must be a staff member that is a current certified child passenger safety technician, is able to return calls in a timely manner, and is capable of managing program activities. Please note the delivery of child safety seats is dependent upon the release of funds to the Highway Safety Office. Therefore child safety seats will not be available immediately for distribution.

We look forward to working with you. However, if your agency is unable to conduct child passenger safety initiatives because grant funding is not being provided for such items as personnel or vehicles, your agency does not currently have a certified child passenger safety technician on staff, or your agency is unable to collect funds or donations for child safety seats distributed, please immediately contact Kristen Busby at (850) 245-1538.

Sincerely,

aarianne (misseel

Marianne A. Trussell **Chief Safety Officer** 

Attachments

cc: Gena Rowlands

www.dot.state.fl.us

# Agreement Between The Palm Beach County Sheriff's Office and The Safety Council of Palm Beach County

This Agreement is made and entered into 12/04/06, by and between the Palm Beach County Sheriff's Office ("PBSO") and the Safety Council of Palm Beach County ("Safety Council").

WHEREAS, PBSO has received a grant from the Department of Transportation which provides Child Safety Seats and related equipment and safety materials (Safe Child Program)

WHEREAS, PBSO conducts regular child seat safety events whereby Child Safety Seats and related equipment and safety materials are distributed to families in need.

WHEREAS, PBSO collects a donation for the delivery of these Child Safety Seats and related equipment and safety materials from the persons provided with such materials at the time of these events.

WHEREAS, PBSO provides a written receipt to the persons upon acceptance of a donation, verifying that a donation has been received.

WHEREAS, PBSO delivers all donations made to the Safety Council.

WHEREAS, Safety Council deposits all funds received by the PBSO into an account designated for the purpose of holding funds in trust for PBSO.

WHEREAS, Safety Council provides monthly statements to the PBSO which indicates all activities related to this designated account, including current balance.

WHEREAS, Safety Council will maintain this account until such time a designee from the PBSO requests funds from this account for the sole purpose of purchasing Child Safety Seats and related equipment and safety materials

WHEREAS, PBSO will access these funds for the sole purpose of purchasing Child Safety Seats and related equipment and safety materials when all supplies provided by the Florida Department of Transportation have been exhausted. This Agreement shall be effective when signed by all parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed on day and year first above written.

RIC L. BRADSHAW, IN HIS OFFICIAL CAPACITY AS SHERIFF OF PALYLBEACH COUNTY, FLORIDA

Ric L. Bradshaw, Sheriff

THE SAFETY COUNCIL OF PALM BEACH COUNTY, INC.

Toni Burrows-Executive V.P.