

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: July 16, 2013 [x] 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 of \$53,800 from the Law Enforcement Trust Fund (LETf) to the Palm Beach County Sheriff's Office (PBSO).

Summary: Florida Statute 932.7055(5) provides that the seizing agency shall use Forfeiture proceeds for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators, and providing matching grant funds. F.S. 932.7055(5) also 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 2013 estimated donation requirement is \$59,110. 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 year-to-date transfer for all donations to outside organizations after approval of this item is \$1,048,244. The funds are requested here are to aid PBSO and qualified organizations that meet the requirements set forth in F.S. 932.7055. Use of LETf requires approval by the Board, upon request of the Sheriff. The current State LETf balance is \$1,096,219 Approval of this request will reduce the State Law Enforcement Trust Fund balance to \$1,042,419 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 organization or agency. No new positions are needed and no additional County funds are required. Countywide (PGE)

Table with 2 columns: ORGANIZATION, AMOUNT. Rows include Area Agency on Aging Palm Beach, Treasure Coast, Inc. (\$15,000), PBSO - Community Services - Crime Prevention (\$34,800), Zoological Society of the Palm Beaches, Inc. (\$4,000), and Total Amount (\$53,800).

Background and Justification: The Palm Beach County Sheriff's Office is dedicated to providing the most efficient and effective law enforcement services and also has a long-standing commitment to the reduction of crime and implementation of crime and drug prevention programs within Palm Beach County. In accordance with F.S. 932.7055, the first-time purchase of the specialized equipment for the Crime Prevention Unit in the attached internal PBSO LETf application is beyond what is normal, regular or established and serves a significant law enforcement purpose. This Statute also 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 by the organizations listed above and by PBSO is in accordance with F.S. 932.7055.

Attachments:

- 1. Budget Transfer
2. LETf Donation Applications (3)

RECOMMENDED BY: Chief Deputy Michael Gwoger, OIC 7-1-13 DEPARTMENT DIRECTOR DATE

APPROVED BY: Assistant County Administrator 7/10/13 DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

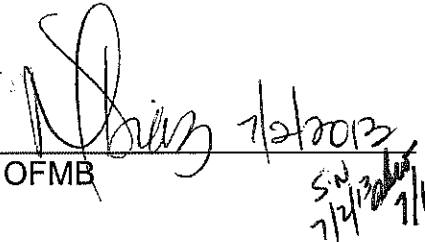

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	\$53,800				
External Revenues	(\$53,800)				
Program Income (County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				
Is Item Included in Current Budget:	YES _____	NO	X _____		
Budget Account No.:	Fund _____	Agency _____	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:

 _____ OFMB	 _____ Contract Administration 7-3-13
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B. Legal Sufficiency:



 Assistant County Attorney

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 TRANSFER

FUND 1151 LAW ENFORCEMENT TRUST FUND

BGEX 160 070213-1735

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
Expenditures								
Transfers								
160-1690-9498	Trfr to PBSO Fd 1902	0	1,714,211	53,800	0	1,768,011		
Reserves - New Projects								
160-9900-9908	Reserves - New Projects	3,196,242	1,096,219	0	53,800	1,042,419		
TOTAL FUND				\$53,800	\$53,800			

Signatures

Date

By Board of County Commissioners
At Meeting of July 16, 2013

Palm Beach County Sheriff's Office

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Chief Deputy, Michael E. Sawyer, OTC 7-1-13

N. Diaz 7/2/2013

Deputy Clerk to the
Board of County Commissioners

SN
7/2/13



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

Attachment A

APPLICATION

Organization Name: Area Agency on Aging Palm Beach, Treasure Coast, Inc.

FEID #: 65-0087858

Web Address: www.YourAgingResourceCenter.org

Address: 4400 North Congress Ave.

STREET ADDRESS

West Palm Beach, FL 33407

CITY, STATE, ZIP

Executive Director: Jaime Estremera-Fitzgerald

NAME

SIGNATURE

561-684-5885

jestremera@YourAgingResourceCenter

TELEPHONE NUMBER

E-MAIL ADDRESS

Fiscal Agent: Joyce Norris

NAME

SIGNATURE

561-684-5885

jnorris@YourAgingResourceCenter.or

TELEPHONE NUMBER

E-MAIL ADDRESS

Date:

6/10/13

DATE



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

Attachment A

Organization Name: Area Agency on Aging Palm Beach, Treasure Coast, Inc.

LETF Funding Request (MUST match total on Financial Application): \$15,000.00

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

- Crime Prevention Program
- Drug Abuse Education
- Drug Prevention Program
- Drug Treatment Program
- Safe Neighborhood
- School Resource Officers

Organization Purpose:

To promote, support and advocate for the independence, dignity and wellbeing of seniors, adults with disabilities, and those who care for them in a manner that values diversity, reflects the communities we serve and embraces the collaboration of the aging network.

Provide a brief summary of program's activities/services to be funded:

Crime and the fear of crime create special problems for the elderly. Understanding the nature of the problem and knowing what to do to avoid being a victim of crime can make a difference. The Program will continue to conduct its prevention activities/services which will include:
--dissemination of crime prevention information such as protecting oneself from: home repair fraud, identity theft, scams, financial exploitation, elder abuse, theft, domestic violence, stalking and sexual assault;
--advocacy services for senior crime victims;
--response to requests from seniors and caregivers for clarification and direction in civil/criminal matters.

What results are you committed to achieving?

--Palm Beach County senior centers, libraries, physicians offices, etc. will have access to senior crime prevention information;
--20 senior communities will be provided with outreach events;
--4,500 senior crime victims will receive advocacy and safety planning;
--3,500 seniors will receive information on accessing free credit reports;
--50 seniors will be provided with individualized assistance in developing strategies to minimize/prevent financial crime;
--60 requests from seniors/caregivers will be provided information and appropriate referral.



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

Attachment A

FINANCIAL APPLICATION

Period Covered (one year) From: July 1, 2013 To: June 30, 2014

No.	Expense	Program Total	LETF Request	LETF
1.	Salaries	\$91,000.00	\$5,000.00	5.49%
2.	Employee Benefits/Payroll Taxes	\$19,875.00	\$383.00	1.93%
3.	Professional Fees		\$300.00	0.00%
4.	Occupancy/Utilities	\$13,884.00	\$1,885.00	13.58%
5.	Telephone	\$1,800.00	\$1,800.00	100.00%
6.	Postage/Shipping	\$1,200.00	\$1,200.00	100.00%
7.	Printing & Publications	\$1,980.00	\$1,980.00	100.00%
8.	Supplies	\$1,007.00	\$1,007.00	100.00%
9.	Travel	\$700.00	\$700.00	100.00%
10.	Meetings			0.00%
11.	Miscellaneous Expenses	\$745.00	\$745.00	100.00%
	Total Expenses	\$132,191.00	\$15,000.00	11.35%



**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):

Two Elder Crime Intervention Specialists FTE usage
@ 6% of total salary \$91,000 (rounded) \$5,000 and Fringe Benefits such as
FICA, WC, SUI, Health & Life Insurance of \$383.00

Professional Fees (list vendor and type of service provided):

Professional services contracts and Temporary Staff @ \$25.00 x 12 mo.

Occupancy/Utilities (list utilities):

64 square feet of space (8 x 8) cubicle x \$23 sq. ft. and
Electricity/maintenance @ \$34.41 x 12mo. (rounded).

Telephone (provide telephone numbers):

Monthly cellular, local, long distance phone service, DSL/Voice
Mail/Internet/T1s to communicate with seniors and family members.
@ \$150.00 x 12mo.

Printing & Publications (list type of material):

Printing and copying costs for written communication, flyers, forms and any
other material that needs to
be relayed or communicated @ \$165 x 12mo. Postage and Shipping for mailing
communication and informational materials to Seniors @ \$100 x 12 months.



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

Attachment A

Supplies (list supplies/equipment):

Office supplies includes folders, letterhead, envelopes, tape, pencils, pens, staples and paper and other consumable as needed.
@ \$83.92 x 12mo. (rounded).

Travel (individuals traveling, destination and purpose):

Staff & volunteer advocates mileage expense for 20 prevention presentations.
@ 131 miles X 12mo. X \$.445 (rounded).

Meetings (attendees, purpose, items needed for meeting):

Miscellaneous Expense (specify items):

Payroll fees, staff and volunteer training, equipment maintenance and general insurances including property, flood, liability, directors & officers and Background Screening
@ \$62.09 x 12mo. (rounded).



**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. I further certify that any funds received shall be used prudently and in such a manner as to avoid any appearance of extravagance, waste, or impropriety. 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.

Joyce Norris
Name (please print)
Joyce L. Norris
Signature

Chief Financial Officer
Title (please print)
6/10/13
Date

NOTARY SECTION:

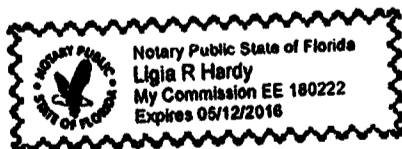
State of Florida

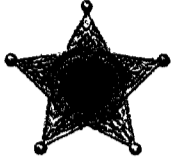
County of Palm Beach

The foregoing Agreement was acknowledged and subscribed before me this 10 day of June, 2013 by Joyce Norris (name of individual) as Chief Financial Officer (title) of Area Agency on Aging PB/TC (name of organization/ agency), who is personally known to me or who produced _____ as identification.

Ligia R Hardy
Notary Public

My Commission Expires: 5/12/2016





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

APPLICATION - INTERNAL

1. **Contact Name:** Mathew J. Lavigna

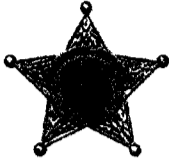
2. **Title:** Sergeant

3. **Contact Number:** 688-3829

4. **Department Name:** Community Services - Crime Prevention

5. **Department Number:** 4210

6. **Date:** June 4, 2013



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

APPLICATION

LETF Funding Request: \$ 34,800.00

1. Provide a brief statement of need:

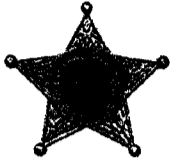
Crime continues to plague many areas of Palm Beach County. We have seen a rise in robberies over the past several years in large part due to the failing economy and rising unemployment. While we have implemented many measures to detour crime, we are always searching for new and innovative ways to address this community wide problem.

2. Provide a brief summary of program's activities/services to be funded:

High crime neighborhoods, that may benefit from this program, will be identified by PBSO. PBSO will partner with SmartWater CSI, LLC to implement the SmartWater Community Strategy. The Smartwater kits will be distributed to businesses and homeowners in the identified high crime areas.

3. What results are you committed to achieving?

This program will serve as an added deterrent for crime in high crime areas and it will assist PBSO in recovering stolen merchandise and capturing those responsible.



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

FINANCIAL APPLICATION

Fiscal Year: October 1, 2012 through September 30, 2013

No.	Item/Service Description	Quantity Requested	Unit Price	Total
1.	See Attached List for Package Price	1	\$34,800.00	\$34,800.00
2.				\$0.00
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
10.				\$0.00
11.				\$0.00
12.				\$0.00
13.				\$0.00
14.				\$0.00
15.				\$0.00
TOTAL:				\$34,800.00



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

APPLICATION APPROVAL

APPROVED BY:

Capt. Dmy
Captain/Commander

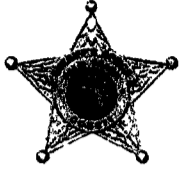
6-11-13
Date

Major J. Smith
Major/Assistant Director

6/7/13
Date

[Signature]
Colonel Sheriff

6/10/13
Date



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

Attachment A

APPLICATION

Organization Name: Zoological Society of the Palm Beaches (Palm Beach Zoo)

FEID #: 59-1259270

Web Address: www.palmbeachzoo.org

Address: 1301 Summit Boulevard
STREET ADDRESS
West Palm Beach, FL 33405
CITY, STATE, ZIP

Executive Director: Andrew M. Aiken, President & CEO

NAME

SIGNATURE

561 533-0887

aaiken@palmbeachzoo.org

TELEPHONE NUMBER

E-MAIL ADDRESS

Fiscal Agent:

NA

NAME

SIGNATURE

NA

NA

TELEPHONE NUMBER

E-MAIL ADDRESS

Date:

10/22/2012

DATE



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

Attachment A

Organization Name: Zoological Society of the Palm Beaches (Palm Beach Zoo)

LETF Funding Request (MUST match total on Financial Application): \$4,000.00

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

- Crime Prevention Program
- Drug Abuse Education
- Drug Prevention Program
- Drug Treatment Program
- Safe Neighborhood
- School Resource Officers

Organization Purpose:

The Zoological Society of the Palm Beaches exists to protect wildlife and wildlife habitat, and to inspire others to value and conserve the natural world. We advance our conservation mission through endangered species propagation, education, field research, and conservation medicine.

Provide a brief summary of program's activities/services to be funded:

The Palm Beach Zoo has developed a new education program called Zoo School, a one week, on-site opportunity designed for Palm Beach County elementary students, grades 3 - 5, attending Title I schools. This experience combines the students' regular academic lessons with interdisciplinary and engaging zoo lessons and activities, and includes a Drug Abuse Education component provided in collaboration with the PBCSO. Zoo School will also address Crime Prevention by improving students' learning skills, academic achievement, citizenship, and long-term success in life. This program will be offered October through May for class sizes of 18 to 22 students ages 8 to 11. Students and their teachers will use the Zoo School classroom as their homeroom for the week

What results are you committed to achieving?

The Zoo will conduct a minimum of ten one-week Zoo School sessions. Each session will serve one class, grades 3 - 5, in a Title I elementary school in Palm Beach County, with average class size of 20 students. Total students served will be 200. Participating students will be tested on their life-science knowledge before and after Zoo School and results will be tabulated and compared, with a goal of 87% of students showing significant knowledge gains. In addition, their teachers will be surveyed to measure the quality, relevance, and effectiveness of Zoo School, with a goal of 95% positive endorsement of the program. 99% of students will attend a one-hour drug abuse education program presented by PBCSO.



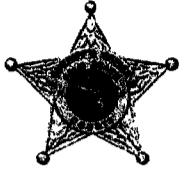
**PALM BEACH COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT TRUST FUND DONATION**

Attachment A

FINANCIAL APPLICATION

Period Covered (one year) From: July 1, 2013 To: June 30, 2014

No.	Expense	Program Total	LETF Request	LETF
1.	Salaries	\$5,925.00	\$590.00	9.96%
2.	Employee Benefits/Payroll Taxes	\$1,777.00	\$170.00	9.57%
3.	Professional Fees	\$0.00	\$0.00	0.00%
4.	Occupancy/Utilities	\$3,250.00	\$325.00	10.00%
5.	Telephone	\$0.00	\$0.00	0.00%
6.	Postage/Shipping	\$0.00	\$0.00	0.00%
7.	Printing & Publications	\$0.00	\$0.00	0.00%
8.	Supplies	\$750.00	\$75.00	10.00%
9.	Travel	\$14,000.00	\$1,400.00	10.00%
10.	Meetings	\$0.00	\$0.00	0.00%
11.	Miscellaneous Expenses	\$14,900.00	\$1,440.00	9.66%
	Total Expenses	\$40,602.00	\$4,000.00	9.85%



**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):

Education Specialist at \$23,700 per year will work 25% of her time on Zoo School=\$5,925. Benefits calculated at 30% of salary.

Professional Fees (list vendor and type of service provided):

None

Occupancy/Utilities (list utilities):

Zoo Classroom at \$55 per day x 50 days = \$2,750
Electricity/HVAC/water at \$10 per day x 50 days = \$500

Telephone (provide telephone numbers):

NA

Printing & Publications (list type of material):

NA



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

Attachment A

Supplies (list supplies/equipment):

Teaching supplies: dissections, owl pellets, animal tracks, misc.

Travel (individuals traveling, destination and purpose):

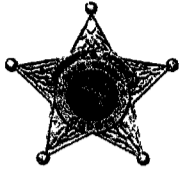
Bus transportation for students at \$280 per day x 50 Zoo School days =
\$14,000

Meetings (attendees, purpose, items needed for meeting):

NA

Miscellaneous Expense (specify items):

Zoo admission at \$7 per day x 5 days = \$72.50 per week per student x 200
students = \$7,000
Carousel rides at \$1 x 2 rides per week x 200 students = \$400
Lunch at \$7.50 per day x 5 days = \$37.50 per week per student x 200 students
= \$7,500



**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. I further certify that any funds received shall be used prudently and in such a manner as to avoid any appearance of extravagance, waste, or impropriety. 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.

Andrew M. Aiken
Name (please print)

President/CEO
Title (please print)

[Signature]
Signature

12/28/12
Date

NOTARY SECTION:

State of Florida

County of Palm Beach

The foregoing Agreement was acknowledged and subscribed before me this 28 day of

DECEMBER 2012 by ANDREW M. AIKEN (name of individual) as
PRESIDENT/CEO (title) of ZOOLOGICAL SOCIETY OF THE PALM BEACHES (name
of organization/ agency), who is personally known to me or who produced
FL DRIVER LICENSE as identification.

[Signature]
Notary Public SANDRA E BROOKS
My Commission Expires: AUG 7-2013

