

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

Meeting Date: October 17, 2017

☒ 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 \$30,000 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 25% 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 2017 estimated donation requirement is \$293,779. 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 \$1,166,220. The funds requested 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 \$1,501,130. Approval of this request will reduce the State Law Enforcement Trust Fund balance to \$1,471,130. 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 (DC)

ORGANIZATION	AMOUNT
Area Agency on Aging Palm Beach, Treasure Coast, Inc.	\$20,000
Leadership Palm Beach County, Inc.	\$10,000
<b>Total Amount</b>	<b>\$30,000</b>

**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. Use of LETf requires approval by the Board in accordance with F.S. 932.7055, upon request of the Sheriff. This Statute also requires that no less than 25 % 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 is in accordance with F.S. 932.7055.

**Attachments:**

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

RECOMMENDED BY: \_\_\_\_\_

DEPARTMENT DIRECTOR

DATE

APPROVED BY: \_\_\_\_\_

COUNTY ADMINISTRATOR

DATE

10/11/17



II. FISCAL IMPACT ANALYSIS

A. **Five Year Summary of Fiscal Impact:**

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs	\$30,000				
External Revenues	(\$30,000)				
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 \_\_\_\_\_ Agency \_\_\_\_\_ Org \_\_\_\_\_ Object \_\_\_\_\_

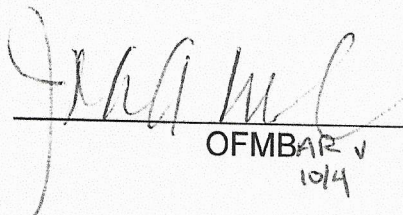
Reporting  
Category \_\_\_\_\_

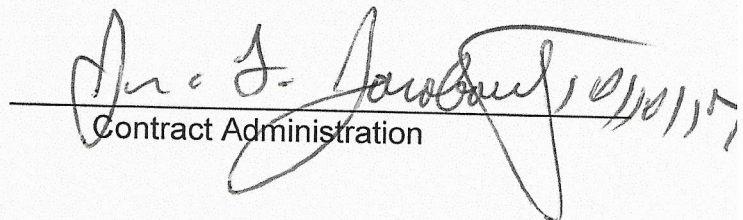
B. **Recommended Sources of Funds / Summary of Fiscal Impact:**

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

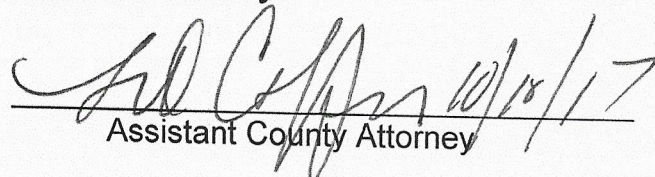
III. REVIEW COMMENTS

A. **OFMB Fiscal and/or Contract Administration Comments:**

 10/5/17  
OFMBAR v 10/4  
OK 10/4

 10/11/17  
Contract Administration

B. **Legal Sufficiency:**

 10/10/17  
Assistant County Attorney

C. **Other Department Review:**

\_\_\_\_\_  
Department Director

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



17-1023

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET TRANSFER

Page 1 of 1 pages

BGEX 1004 17 0036

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 PBSO Fd 1902	0	1,571,392	30,000	0	1,601,392		
<u>Reserves - New Projects</u>								
160-9900-9902	Reserves - Operating Reserves	2,575,972	1,501,130	0	30,000	1,471,130		
TOTAL FUND				\$30,000	\$30,000			

Palm Beach County Sheriff's Office

Signatures


Date

By Board of County Commissioners  
At Meeting of October 17, 2017

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

 10/5/17

Deputy Clerk to the  
Board of County Commissioners



**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.YourADRC.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@YourADRC.org

TELEPHONE NUMBER

E-MAIL ADDRESS

**Fiscal Agent:** Marina Ford

NAME

SIGNATURE

561-684-5885

Mford@yourADRC.org

TELEPHONE NUMBER

E-MAIL ADDRESS

**Date:** 12/30/2016

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):** \$20,000.00

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:**

The Area Agency on Aging provides intensive services targeted at the 18-20% of seniors who are victimized multiple times and appear to meet the definition of vulnerable under Florida Statute 825. Services will include:

1. Assessment of Financial Capacity. 2 Creation of an individual financial safety plan that specifically addresses the reported crimes/exploitation and vulnerabilities revealed by the financial capacity assessment with services such as such as:
  - A. changing bank accounts (educating on convenience acct etc.)
  - B. challenging failure of banks to repay fraudulent withdrawals/charges (Identity Theft First Aid Kit)

**What results are you committed to achieving?**

We will assist 50 at risk seniors with intensive financial safety plans.  
We will provide 20 senior outreach events and  
We will provide crime prevention information to 4500 seniors



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

Attachment A

**FINANCIAL APPLICATION**

Period Covered (one year)    From:        July 1, 2017                      To:        June 30, 2018

No.	Expense	Program Total	LETF Request	LETF
1.	Salaries	\$96,523.00	\$9,000.00	9.32%
2.	Employee Benefits/Payroll Taxes	\$24,131.25	\$2,125.00	8.81%
3.	Professional Fees	\$300.00	\$300.00	100.00%
4.	Occupancy/Utilities	\$15,543.00	\$2,385.00	15.34%
5.	Telephone	\$1,800.00	\$900.00	50.00%
6.	Postage/Shipping	\$2,000.00	\$1,300.00	65.00%
7.	Printing & Publications	\$1,630.00	\$1,200.00	73.62%
8.	Supplies	\$2,000.00	\$1,000.00	50.00%
9.	Travel	\$500.00	\$300.00	60.00%
10.	Meetings	\$0.00		0.00%
11.	Miscellaneous Expenses	\$2,414.00	\$1,490.00	61.72%
	<b>Total Expenses</b>	\$146,841.25	\$20,000.00	13.62%



## **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 Part Time Elder Crime Intervention Specialist  
@ \$18.75 x 9.25 hr. x 52 weeks = \$9,000.00 (rounded). Employee benefits, taxes and retirement @  
23.6% of Salary = \$2,125.00 (rounded).

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

Consultants and other professional fees for services @ \$25.00 x 12 months = \$300.00 (rounded)

Occupancy/Utilities (list utilities):

64 square feet of space (8 x 8) cubicle x \$23 sq. ft. and Electricity @ \$76.08 x 12mo. (rounded).

Telephone (provide telephone numbers):

Monthly cellular, local and long distance phone service to communicate with seniors and family members.

@ \$75 x 12mo. = \$900

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 @ \$100 x 12mo = \$1,200.



## **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.  
@ \$83.33 x 12mo = \$1,000 (rounded).

### **Travel (individuals traveling, destination and purpose):**

Staff & volunteer advocates mileage expense for 20 prevention presentations.  
@ 56 miles X 12mo. X \$.445= \$300.00 (rounded)

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

### **Miscellaneous Expense (specify items):**

Staff and volunteer training, equipment and software maintenance and general insurances including property, flood, liability, directors & officers and Background Screening @\$124.17 x 12mo = \$1,490. (rounded).





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

Attachment A

**Disclosure re: Organization's background:**

Has the applicant or any of the Organization's officers, directors, trustees, or principal salaried executive personnel been enjoined in any jurisdiction from soliciting contributions or have been found to have engaged in unlawful practices in the solicitation of contributions or administration of charitable assets? Yes ☐ No ☒ If Yes, please provide the details

Has the Organization had its registration or authority denied, suspended, or revoked by any governmental agency? Yes ☐ No ☒ If yes, please provide the reasons for such denial, suspension, or revocation

Has the applicant or any of the Organization's officers, directors, or trustees, regardless of adjudication, been convicted of, or found guilty of, or pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, any felony within the last 10 years? Yes ☐ No ☒ If yes, provide the name of such person, the nature of the offense, the date of the offense, the court having jurisdiction in the case, the date of conviction or other disposition, and the disposition of the offense.

Has the applicant or any of the Organization's officers, directors, or trustees, regardless of adjudication, been convicted of, or found guilty of, or pled guilty or nolo contendere to, or has been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, any crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, or misappropriation of property, within the last 10 years? Yes ☐ No ☒ If yes, provide the name of such person, the nature of the offense, the date of the offense, the court having jurisdiction in the case, the date of conviction or other disposition, and the disposition of the offense.

Has the applicant or any of the Organization's officers, directors, or trustees, been enjoined from violating any law relating to a charitable solicitation? Yes ☐ No ☒ If yes, provide the name of such person, the date of the injunction, and the court issuing the injunction.



**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 purposes as indicated on Pages 2 through 6 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. I certify that the responses provided in this application are true and correct to the best of my knowledge and understand that any omissions, untruthfulness, or misrepresentations contained herein shall disqualify the Organization from further consideration or may result in revocation and/or reimbursement of awarded LETF funds. Additionally, I certify that the organization requesting the funds is either (a) a governmental agency, (b) a Florida not-for-profit 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, or (c) a Non-Florida not-for-profit 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, Department, Division (Not-for-profit organizations with headquarters outside of Florida)

Jaime Estremera-Fitzgerald  
Name (please print)

CEO  
Title (please print)

\_\_\_\_\_  
Signature

12/29/16  
Date

NOTARY SECTION:

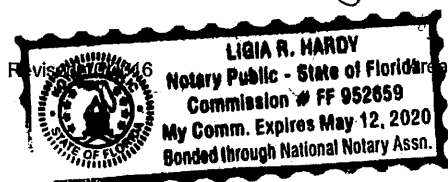
State of Florida

County of Palm Beach

The foregoing Agreement was acknowledged and subscribed before me this 29<sup>th</sup> day of December, 2016 by Jaime Estremera-Fitzgerald (name of individual) as CEO (title) of Area Agency on Aging (name of organization/ agency), who is personally known to me or who produced \_\_\_\_\_ as identification.

[Signature]  
Notary Public

My Commission Expires: 5/10/2020



Area Agency on Aging Palm Beach, Treasure Coast, Inc.



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

Attachment A

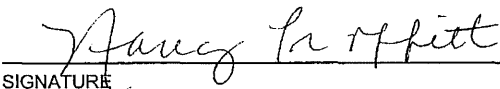
**APPLICATION**

**Organization Name:** Leadership Palm Beach County

**FEID #:** 59-2569079

**Web Address:** leadershippbcc.org

**Address:** 2751 S. Dixie Highway, Suite 1A  
STREET ADDRESS  
West Palm Beach, FL 33405  
CITY, STATE, ZIP

**Executive Director:** Nancy Proffitt  
NAME  
  
SIGNATURE  
561-833-4321 nancy@proffittmanagement.com  
TELEPHONE NUMBER E-MAIL ADDRESS

**Fiscal Agent:** N/A  
NAME  
  
SIGNATURE  
  
TELEPHONE NUMBER E-MAIL ADDRESS

**Date:**   
DATE





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

Attachment A

**Organization Name:** Leadership Palm Beach County

LETF Funding Request (**MUST match total on Financial Application**): \$10,000.00

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:

Leadership Palm Beach County (LPBC) has served the county for over 30 years through educating and uniting leaders - adult professionals and youth - in order to build a better community through connection, collaboration and being a positive catalyst for change.

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

Each year, LPBC delivers three core leadership programs designed to bring together leaders from the public, private and nonprofit sectors to build and steward a vibrant, interconnected community. Since 1983, our unique programs have enhanced the capacity of over 2,000 adults and youth leaders by deepening their civic commitment and awareness of diverse industries and challenges in Palm Beach County.

LPBC focuses on broad community awareness, but allows for a full day dedicated to Public Safety as well as a full day dedicated to Health and Human Services for both the Engage (Adult) program and the Grow (Youth) program. LETF funds will help LPBC to educate participants about Crime Prevention and Drug Abuse Education, Treatment and Prevention on these session days.

What results are you committed to achieving?

LPBC's curriculum is designed to educate our participants about important issues facing our community every day. Among the most important issues we cover are Public Safety and Health and Human Services. With the help of top-level leaders in these industries, such as Sheriff Bradshaw, Chief Judge Colbath and State Attorney Aronberg, we are able to have in-depth conversations about serious issues. Each program is designed to empower our participants and foster an environment of collaboration to address needs in Palm Beach County. In 2016, LPBC also launched a new program called Leadership Lunch and Learn. The focus of the program is to educate the public about public safety issues such as gangs, mental health and homelessness, so that they can collaborate on solutions to improve the quality of life in Palm Beach County.



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

Attachment A

**FINANCIAL APPLICATION**

Period Covered (one year)    From:        **July 1, 2017**                      To:        **June 30, 2018**

No.	Expense	Program Total	LETF Request	LETF
1.	Salaries	\$212,150.00	\$3,235.50	1.53%
2.	Employee Benefits/Payroll Taxes	\$19,200.00		0.00%
3.	Professional Fees	\$12,300.00	\$799.50	6.50%
4.	Occupancy/Utilities	\$15,151.00		0.00%
5.	Telephone	\$3,818.00		0.00%
6.	Postage/Shipping	\$1,000.00		0.00%
7.	Printing & Publications	\$11,894.00	\$1,350.00	11.35%
8.	Supplies	\$7,525.00	\$564.00	7.50%
9.	Travel	\$20,840.00	\$2,084.00	10.00%
10.	Meetings	\$98,352.00	\$1,967.00	2.00%
11.	Miscellaneous Expenses	\$500.00		0.00%
	<b>Total Expenses</b>	<b>\$402,730.00</b>	<b>\$10,000.00</b>	<b>2.48%</b>



## **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):

Executive Director, Program Coordinator and Events and Marketing Coordinator

Total Salary: \$212,150

This does not include benefits or overtime compensation.

A great deal of time is focused on planning session days, ensuring session day logistics are in place, promoting the programs throughout the community, and selecting the individuals for the class.

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

Ropes Course for team development at the Youth Program Retreat: \$1599.

Occupancy/Utilities (list utilities):

Rent \$1262.60 a month

Telephone (provide telephone numbers):

Phone is \$115.92 per month (does not include Internet cost)

561-833-4321

Printing & Publications (list type of material):

Applications, class directories with photos and contact information, event programs, agendas and evaluations.





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

**Attachment A**

### **Supplies (list supplies/equipment):**

Name Badges, youth polo shirts, activity materials such as poster board, highlighters, markers, etc. LPBC also provides a small thank you gift to each speaker and sponsor throughout the year.

### **Travel (individuals traveling, destination and purpose):**

Charter bus each day to transport 50-60 individuals for each session to different areas and organizations throughout the county. The cost of a bus per day is \$985 per day. The Engage program for adults includes 10 sessions; the Grow program for youths includes 8 sessions, and the Focus program for adults includes 2.5 sessions. Agendas from this year are attached with this application for reference.

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

For each session, it is important to keep individuals energized for participation to take place in a learning environment. Therefore, LPBC provides breakfast, lunch, snacks and beverages during each session. This is a significant part of the LPBC budget and included in the Meetings line item on the previous page. Our new leadership lunch and learn program includes a boxed lunch for all participants.

### **Miscellaneous Expense (specify items):**

In the age of technology, it is important for LPBC to maintain an up-to-date and easy to use website for our members and potential members. Therefore, staff has prioritized work on the website so that all information needed for each session is easily accessible. The cost to maintain the website is approximately \$3600. Our cost include Internet service, email services, database maintenance and dues and subscriptions.



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

**Attachment A**

### **Disclosure re: Organization's background:**

Has the applicant or any of the Organization's officers, directors, trustees, or principal salaried executive personnel been enjoined in any jurisdiction from soliciting contributions or have been found to have engaged in unlawful practices in the solicitation of contributions or administration of charitable assets? Yes ☐ No ☒ If Yes, please provide the details

Has the Organization had its registration or authority denied, suspended, or revoked by any governmental agency? Yes ☐ No ☒ If yes, please provide the reasons for such denial, suspension, or revocation

Has the applicant or any of the Organization's officers, directors, or trustees, regardless of adjudication, been convicted of, or found guilty of, or pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, any felony within the last 10 years? Yes ☐ No ☒ If yes, provide the name of such person, the nature of the offense, the date of the offense, the court having jurisdiction in the case, the date of conviction or other disposition, and the disposition of the offense.

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Has the applicant or any of the Organization's officers, directors, or trustees, been enjoined from violating any law relating to a charitable solicitation? Yes ☐ No ☒ If yes, provide the name of such person, the date of the injunction, and the court issuing the injunction.



**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 purposes as indicated on Pages 2 through 6 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. I certify that the responses provided in this application are true and correct to the best of my knowledge and understand that any omissions, untruthfulness, or misrepresentations contained herein shall disqualify the Organization from further consideration or may result in revocation and/or reimbursement of awarded LETF funds. Additionally, I certify that the organization requesting the funds is either (a) a governmental agency, (b) a Florida not-for-profit 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, or (c) a Non-Florida not-for-profit 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, Department, Division (Not-for-profit organizations with headquarters outside of Florida)

Nancy Proffitt  
NANCY PROFFITT  
Name (please print)

President, Board of Governors  
President  
Title (please print)

Nancy Proffitt  
Signature

12 / 8 / 16  
Date

NOTARY SECTION:

State of Florida

County of Palm Beach

The foregoing Agreement was acknowledged and subscribed before me this 8<sup>th</sup> day of

December, 2016 by Nancy Proffitt (name of individual) as  
President, Board of Governors (title) of Leadership Palm Beach County (name of  
organization/ agency), who is personally known to me or who produced

\_\_\_\_\_ as identification.

Linda M Culbertson  
Notary Public

My Commission Expires: \_\_\_\_\_

