

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

Meeting Date: December 19,2017	<input checked="" type="checkbox"/> [ x ]	Consent	<input type="checkbox"/> [ ]	Regular
	<input type="checkbox"/> [ ]	Ordinance	<input type="checkbox"/> [ ]	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: **(A) Accept** on behalf of the Palm Beach County Sheriff's Office, a Letter of Agreement and Contract between the Palm Beach County Sheriff's Office and the Florida Department of Transportation, for the Drug Recognition Expert (DRE) Project in the amount of \$3,600, for the period of November 12, 2017 through August 31, 2018; and **(B) Approve** a budget amendment of \$3,600 in the Sheriff's Grant Fund.

**Summary:** On November 2, 2017, the Florida Department of Transportation (FDOT) awarded a Drug Recognition Expert (DRE) grant to the Palm Beach County Sheriff's Office in the amount of \$3,600, to support FDOT's efforts to reduce Driving under the Influence (DUI) traffic offenses. These funds will be used to pay for overtime costs to conduct a DRE evaluation. There is **no match requirement** associated with this award. Countywide (LDC)

**Background and Justification:** The Florida Department of Transportation receives federal funding from the National Highway Traffic Safety Administration to support statewide Highway Safety projects. The Catalog of Federal Domestic Assistance (CFDA) number is 20.616, the project number is M5X 18-06-02, and the DOT Contract number is #G0P77.

**Attachments:**

1. Budget Amendment
2. FDOT & IPTM Letter of Agreement and Contract

RECOMMENDED BY: [Signature]  
DEPARTMENT DIRECTOR

11/30/2017  
DATE

APPROVED BY: \_\_\_\_\_  
COUNTY ADMINISTRATOR

12/13/17  
DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	0				
Operating Costs	\$3,600				
External Revenues	(\$3,600)				
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  
Does this item include the use of federal funds: Yes \_\_\_\_\_ X No \_\_\_\_\_

Budget Account No.: Fund 1152 Agency 160 Org 2325 Object 3129  
Reporting Category \_\_\_\_\_

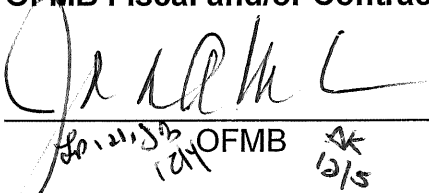
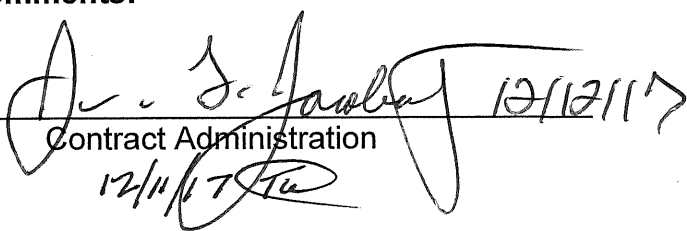
B. Recommended Sources of Funds / Summary of Fiscal Impact:

The grant is funded through the National Highway Traffic and Safety Administration and is administered by the Florida Department of Transportation. There is no match requirement associated with this award.

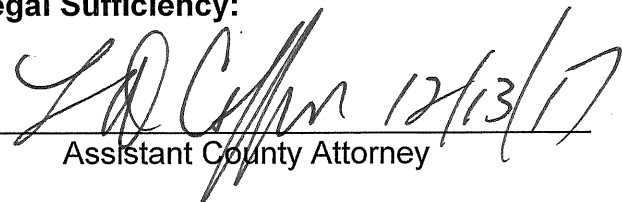
Palm Beach County Sheriff's Office DRE Project	\$3,600
Total Program Budget	\$3,600

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 _____ OFMB 12/15/17	 _____ Contract Administration 12/11/17
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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.

18- 0211

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

Page 1 of 1

FUND 1152 - Sheriff's Grants Fund

066X 120517 \* 0471

BBRV 120517 \* 0110

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
<b>Revenues</b>								
State of Florida Drug Recognition Expert FY18								
160-2325-3129	Federal Grant - Other Public Safety	0	0	3,600	0	3,600		
<b>TOTAL REVENUES</b>		<b>5,879,786</b>	<b>\$6,235,891</b>	<b>\$3,600</b>	<b>\$0</b>	<b>6,239,491</b>		
<b>Expenditures</b>								
State of Florida Drug Recognition Expert FY18								
160-2325-9498	Transfer to Sheriff's Fund 1902	0	0	3,600	0	3,600		
<b>TOTAL EXPENDITURES</b>		<b>5,879,786</b>	<b>\$6,235,891</b>	<b>\$3,600</b>	<b>\$0</b>	<b>6,239,491</b>		

Palm Beach County Sheriff's Office

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

By Board of County Commissioners  
At Meeting of December 19, 2017Deputy Clerk to the  
Board of County Commissioners

11-29-2017

12/5/17



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

MIKE DEW  
SECRETARY

October 17, 2017

Mr. Dan Orel  
Coordinator  
Institute of Police Technology and Management  
12000 Alumni Drive  
Jacksonville, Florida, 32224

RE: Project Name: DRE Call-Out  
Project Number: M5X-18-06-02  
DOT Contract Number: G0P77

Dear Mr. Orel:

We have reviewed the draft subcontract agreement with the Palm Beach County Sheriff's Office in the amount of \$3,600 and it is hereby approved. The subcontract agreement will be effective the date the last party signs the agreement, and only those charges incurred from that date will be eligible for reimbursement.

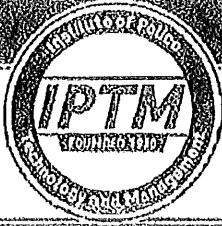
Please send us a copy of the executed subcontract after it has been signed. We will not be able to process invoices for the services under this subcontract until we receive a copy of the executed subcontract. A copy of this letter and the executed subcontract will be a part of your permanent project file.

If you have any questions or need assistance, please contact your Program Manager Melissa Gonzalez at (850) 414-4207.

Sincerely,

Chris Craig, CPM, FCCM  
Traffic Safety Administrator

CC/mg  
Enclosures  
cc: Contract File  
Financial File



## Institute of Police Technology and Management

University of North Florida  
12000 Alumni Drive | Jacksonville, Florida 32224  
Phone: (904) 620-4786 | Fax: (904) 620-2453  
[www.iptm.org](http://www.iptm.org)

October 13, 2017

Mr. Chris Craig  
Department of Transportation  
605 Suwannee Street, MS 53  
Tallahassee, FL 32399

RE: Project # M5X-18-06-02  
Contract # G0P77  
Statewide Drug Recognition Expert Call-Out

Dear Mr. Craig:

IPTM is requesting contract approval under the above mentioned sub-grant program. This request will allow us to reimburse overtime expenses for Drug Recognition Experts conducting investigations for driving under the influence.

Please review and approve the listed Drug Recognition Experts as qualifying for reimbursement under this agreement to ensure they are not being compensated on another FDOT grant. This subcontract will replace any pre-existing subcontract with this agency.

The contractor is:

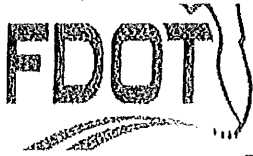
Palm Beach County Sheriff's Office at a rate of \$ 75.00/hour not to exceed \$3600.00

If you have any questions, please contact me.

Sincerely,

Dan Orel  
Coordinator

*Training the Next Generation of Law Enforcement*



State of Florida Drug Recognition Expert Call-Out  
Overtime Reimbursement Agreement

Project Number: M5X 18-06-02  
Institute of Police Technology and Management  
DRE Coordinator: Darrell Edmonds

Contract Number: G0P77

This is an agreement to provide reimbursement for qualified overtime expenses incurred by a certified Drug Recognition Expert (DRE) as a result of conducting a drug influence evaluation for a violation of 316.193 Driving Under the Influence (DUI).

The parties to this contract shall be bound by all applicable sections of Part V: Acceptance and Agreement of Project no. M5X 18-06-02, FDOT contract # G0P77. All parties agree:

- (a) To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time
- (b) Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein
- (c) To permit access to its books, records, accounts, other sources of information, and its facilities as required by the FDOT State Safety Office, US DOT or NHTSA
- (d) That, in event a Subrecipient fails to comply with any nondiscrimination provisions in this subgrant, the FDOT State Safety Office will have the right to impose such subgrant sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the Subrecipient under the contract/agreement until the Subrecipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part
- (e) To insert this clause, including paragraphs a through c, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, which receives Federal funds under this program

A final invoice must be received by September 15, 2018 or payment will be forfeited.

The *Palm Beach County Sheriff's Office* will be reimbursed \$75.00 per hour up to a maximum of \$3600.00 for overtime expenses incurred as a result of a certified DRE employed by *Palm Beach County Sheriff's Office* conducting a qualified drug influence evaluation as part of an investigation of 316.193 (DUI). A "qualified drug influence evaluation" shall be one that is 1) reported by the DRE to the Florida DRE Coordinator by submitting a DRE Call-out notification (provided) and a copy of the initial evaluation report (facesheet), and 2) entering the evaluation into the NHTSA DRE Database ([dredata.nhtsa.gov](http://dredata.nhtsa.gov)). The *Palm Beach County Sheriff's Office* will submit an approved, signed Overtime Reimbursement Invoice (provided) for each DRE investigation resulting in overtime that meets this criteria within 14 calendar days from the date of the overtime. Failure to meet these criteria can result in non-payment of the claim. The following certified DREs are eligible for overtime reimbursement for *Palm Beach County Sheriff's Office* under this agreement: Louis Blasco, Eric Devaul, Christopher Doerr, Christopher Ficarra, Joshua Schneider, Troy Snellgrove, Robert Stephan and Thomas Walton.

All overtime that is billed to the grant must be completed prior to September 1, 2018. This agreement is subject to termination through notification by IPTM (including electronic notification) upon depletion of available grant funding.

Signature \_\_\_\_\_  
Approved Signatory (printed) Ric L. Bradshaw  
Title Sheriff

11/2/17  
Date

Paul BELL  
Darrell Edmond  
Florida Drug Recognition Expert Coordinator  
Institute of Police Technology and Management

11-02-17  
Date

CONTRACTUAL SERVICES AGREEMENT  
REVIEWED AND APPROVED

Chris Owens 10/24/17  
TRACING SAFETY ADMINISTRATOR DATE