

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 19, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:		
Submitted By:	<u>Palm Beach County Sheriff's Office</u>	
Submitted For:	<u>Palm Beach County Sheriff's Office</u>	

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) receive and file** the first, second, third and fourth quarterly disbursements from the Florida Department of Law Enforcement (FDLE) for the FY 2024-2025 Statewide Criminal Analysis Laboratory System Project; and **B) approve** a Budget Amendment of \$31,393 in the Sheriff's Grant Fund.



Summary: The FDLE provides financial assistance to five (5) locally funded laboratories within the State of Florida, including Palm Beach County. The Palm Beach County Sheriff's Office (PBSO) operates the Palm Beach County Crime Laboratory. The Board of County Commissioners (BCC) accepted an Agreement for State Financial Assistance on behalf of PBSO on November 5, 2024 (R2024-1524). Since the total award is not known in advance, \$300,000 was budgeted in the Sheriff's Grant Fund. The total final award amount is \$331,392.08. Thus, a Budget Amendment is required to increase the grant budget by \$31,392.08. **There is no match requirement associated with this award.** The Catalog of State Financial Assistance (CSFA) number is 71.002 and the grant agreement number is YR004. Countywide (RS)

Background and Justification: Florida Statutes 943.32 established a statewide crime analysis laboratory system composed of Department laboratories and five (5) locally-funded laboratories in Broward, Indian River, Miami-Dade, Palm Beach, and Pinellas Counties, specifically designated in state statute 943.35 to be eligible for state matching funds. These funds are disbursed to the recipients for the equipment, health, safety and training of member crime laboratories of the statewide criminal analysis laboratory system. These funds are supported through mandatory fines imposed for driving or boating under the influence and other discretionary fines imposed by the court and as defined in state statute. Since funding is disbursed in quarterly payments, the total grant award is not known in advance.

Attachments:

- 1. Budget Amendment
- 2. First, Second, Third, and Fourth Quarterly Disbursements
- 3. R2024-1524

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RECOMMENDED BY:		7/21/25
	DEPARTMENT DIRECTOR	DATE
APPROVED BY:		
	COUNTY ADMINISTRATOR	DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	\$0				
Operating Costs	\$31,393				
External Revenues	(\$31,393)				
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 1152 Agency 160 Org 2477 Object 3429

Reporting Category

Does this item include the use of federal funds: Yes No X
Does this item include the use of state funds: Yes X No

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

FDLE supports locally funded crime laboratories through a Crime Lab Subsidy. There is no match requirement associated with this award.

First Quarterly Payment=	\$77,362.23
Second Quarterly Payment=	\$75,605.37
Third Quarterly Payment=	\$82,992.75
Fourth Quarterly Payment=	\$95,431.73
Total Grant Award=	\$331,392.08

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB 03 7/23/25
VS 7/23

OS 7/28/25
Brenda Snadko
Contract Administration 7/27-29-25

B. Legal Sufficiency:

7/29/25
Assistant County Attorney

C. Other Department Review:

Department Director

25-0872

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 072325*513
BGEX 072325*1603

FUND 1152 - Sheriff's Grants

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 7/16/25	REMAINING BALANCE
REVENUES									
160-2477-3429	State Grant - Other Public Safety	Crime Lab Subsidy-FY25	300,000	300,000	31,393	0	331,393		
Total Fund Revenues			11,660,539	13,488,327	31,393	0	13,519,720		
EXPENDITURES									
160-2477-9498	Transfer to Sheriff's Fund 1902	Crime Lab Subsidy-FY25	300,000	300,000	31,393	0	331,393	270,000	61,393
Total Fund Expenditures			11,660,539	13,488,327	31,393	0	13,519,720		

SIGNATURES

DATES
7/21/2025

Initiating Department/Division

Administration/Budget Department Approval

7/24/2025

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: 8/19/2025

Deputy Clerk to the
Board of County Commissioners



Florida Department of
Law Enforcement

J. Mark Glass
Commissioner

**Business Support
Office of Criminal Justice Grants**
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 617-1250
www.fdle.state.fl.us

Ron DeSantis, *Governor*
Ashley Moody, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Wilton Simpson, *Commissioner of Agriculture*

MEMORANDUM

DATE: November 6, 2024

TO: Susan Rich, Financial Administrator
Office of Financial Management

FROM: Elizabeth Halvorson, Government Analyst II
Office of Criminal Justice Grants

SUBJECT: First Quarter Disbursement for FY 2024-2025
FCLC Trust Funds to Local Crime Laboratories

The calculation worksheet for the First Quarter distribution of FCLC DUI/Substance Trust Funds to the Local Crime Laboratories is attached. The amounts for distribution to each local lab are summarized in the table below.

Payment details are found on page two.

If you have any questions, please contact Elizabeth Halvorson at (850) 617-1259.

Recipient Name	Q1 Distribution
Broward	\$99,614.20
St. Lucie/Indian River	\$37,292.48
Miami-Dade	\$139,759.86
Palm Beach	\$77,362.23
Pinellas	\$49,196.34
Total	\$403,225.11

The only agencies eligible to receive funding per this memo are St. Lucie/Indian River and Palm Beach.

- Distributions for Broward, Miami-Dade, and Pinellas are on hold for receipt of required documentation.



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Ron DeSantis, *Governor*
Ashley Moody, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Wilton Simpson, *Commissioner of Agriculture*

MEMORANDUM

DATE: January 29, 2025

TO: Susan Rich, Financial Administrator
Office of Financial Management

FROM: Elizabeth Halvorson, Government Analyst II
Office of Criminal Justice Grants

SUBJECT: Second Quarter Disbursement for FY 2024-2025
FCLC Trust Funds to Local Crime Laboratories

The calculation worksheet for the Second Quarter distribution of FCLC DUI/Substance Trust Funds to the Local Crime Laboratories is attached. The amounts for distribution to each local lab are summarized in the table below.

Payment details are found on page two.

If you have any questions, please contact Elizabeth Halvorson at (850) 617-1259.

Recipient Name	Q2 Distribution
Broward	\$97,352.01
St. Lucie/Indian River	\$36,445.58
Miami-Dade	\$136,585.99
Palm Beach	\$75,605.37
Pinellas	\$48,079.12
Total	\$394,068.07



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James Uthmeier, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Wilton Simpson, *Commissioner of Agriculture*

MEMORANDUM

DATE: April 4, 2025

TO: Jennifer Gordon, Contracts and Grants Manager
Office of Financial Management

FROM: Elizabeth Halvorson, Government Analyst II
Office of Criminal Justice Grants

SUBJECT: Third Quarter Disbursement for FY 2024-2025
FCLC Trust Funds to Local Crime Laboratories

The calculation worksheet for the Third Quarter distribution of FCLC DUI/Substance Trust Funds to the Local Crime Laboratories is attached. The amounts for distribution to each local lab are summarized in the table below. Payment details are found on page two.

If you have any questions, please contact Elizabeth Halvorson at (850) 617-1259.

Recipient Name	Q3 Distribution
Broward	\$106,864.25
St. Lucie/Indian River	\$40,006.67
Miami-Dade	\$149,931.77
Palm Beach	\$82,992.75
Pinellas	\$52,776.91
Total	\$432,572.35



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Law Enforcement

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Ron DeSantis, *Governor*
James Uthmeier, *Attorney General*
Jimmy Patronis, *Chief Financial Officer*
Wilton Simpson, *Commissioner of Agriculture*

MEMORANDUM

DATE: July 9, 2025

TO: Jennifer Gordon, Contracts and Grants Manager
Office of Financial Management

FROM: Elizabeth Halvorson, Government Analyst II
Office of Criminal Justice Grants

SUBJECT: Fourth Quarter Disbursement for FY 2024-2025
FCLC Trust Funds to Local Crime Laboratories

The calculation worksheet for the Fourth Quarter distribution of FCLC DUI/Substance Trust Funds to the Local Crime Laboratories is attached. The amounts for distribution to each local lab are summarized in the table below.

Payment details are found on page two.

If you have any questions, please contact Elizabeth Halvorson at (850) 617-1259.

Recipient Name	Q4 Distribution
Broward	\$122,881.08
St. Lucie/Indian River	\$46,002.88
Miami-Dade	\$172,403.57
Palm Beach	\$95,431.73
Pinellas	\$60,687.13
Total	\$497,406.39

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

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

DATE _____

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	0				
Operating Costs	\$300,000				
External Revenues	(\$300,000)				
Program Income (County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES X NO

Budget Account No.: Fund 1152 Agency 160 Org 2477 Object 3429

Reporting Category _____

Does this item include the use of federal funds: Yes _____ No X

Does this item include the use of state funds: Yes X No

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

FDLE supports locally-funded crime laboratories through a Crime Lab Subsidy. The payments are distributed on a quarterly basis. **There is no match requirement associated with this award.**

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB Fiscal and/or Contract Administrator

Lisa Martin 10/18/2024
OFMB JA 10/17
B 10/17 V 3 10/17

Comments:

Brando Grackles

Contract Administration 10/21/24

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director

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