

**City of Carson City
Agenda Report**

Date Submitted: April 24, 2012 **Agenda Date Requested:** May 3, 2012
Time Requested: 10 Minutes

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For Possible Action: To accept an award from the Helen Close Charitable Foundation in the amount of \$20,000. (Ken Furlong)

Staff Summary: The Helen Close Charitable Foundation was founded by Helen Close in 1985. In honoring Ms. Close's philanthropic causes, the Foundation accepts grant applications from organizations whose purposes include public safety, animal welfare and educational ranch experiences for inner city children.

The Sheriff's Office currently has three Police Service Canines. One of those canines – Troy – has developed a serious medical condition which will cause him to retire much earlier than expected. This award will be used to purchase two Police Service Canines – one to replace Troy and one to expand the canine program.

Type of Action Requested: (check one)

☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to accept the award from the Helen Close Charitable Foundation in the amount of \$20,000.

Explanation for Recommended Board Action:

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: The officer assigned to the canine program will require extensive training. The exact cost of the training is unknown at this time, but is expected to be approximately \$2,500.

Explanation of Impact:

Funding Source: Sheriff's Office budget

Alternatives: No participation in the program.

Supporting Material: Application and Award Letter

Prepared By: Kathie Heath, Business Manager

Reviewed By: [Signature]
(Department Head)
[Signature]
(City Manager)
[Signature]
(District Attorney)
[Signature]
(Finance Director)

Date: 4/16/12
Date: 4/24/12
Date: 4/24/12
Date: 4/24/12

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

HELEN CLOSE CHARITABLE FOUNDATION

100 West Liberty Street, Suite 1100

Reno, Nevada 89501

(775) 786-6141

Fax (775) 323-6211

kesreno@yahoo.com

March 27, 2012

Ken Furlong, Sheriff
Carson City Sheriff's Office
901 East Musser Street
Carson City, NV 89701

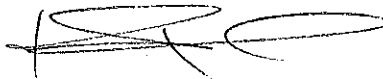
Dear Mr. Furlong:

We are pleased to enclose a check in the amount of \$20,000.00 representing a grant from the Helen Close Charitable Foundation which funds your grant request dated March 9, 2012 for the purchase of a police canine. By your signature on your application to us you agree to abide by the conditions as outlined in your application to us. Please sign and return the enclosed copy of this letter acknowledging receipt of these funds.

We would appreciate receiving information pertaining to the use of the funds and how the grant purpose has been accomplished therewith. Please send a brief report either at the time of disbursement or within three months from this date, whichever is earlier. Please note that any inquiries regarding the Foundation should be directed to the undersigned at the above address.

Sincerely,

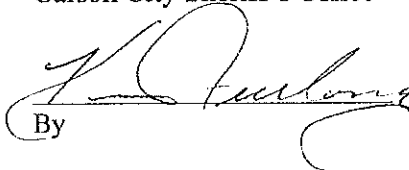
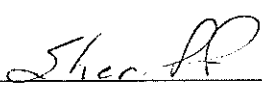
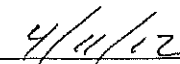
HELEN CLOSE CHARITABLE FOUNDATION



Kenneth E. Stieha, Jr.
President

Enclosures

Above funds acknowledged:
Carson City Sheriff's Office

  
By _____ Position _____ Date _____

HELEN CLOSE CHARITABLE FOUNDATION*100 West Liberty Street, Suite 1100**Reno, Nevada 89501**(775) 786-6141
Fax (775) 323-6211
kesreno@yahoo.com***GRANT APPLICATION**Date of Application: March 9, 2012, 201 Name of Applicant: Carson City Sheriff's OfficeApplicant Contact: Deputy Surratt Telephone Number: 887-2500Mailing Address: 911 East Musser StreetCity: Carson City State: NV Zip: 89701Email Address: JSurratt@carson.org

Identify use of funds:

- ☐ Scholarships for a Nevada state funded University or College
☐ Preservation and promotion of animal welfare and activities
☒ Public safety activities involving police and fire oriented programs
☐ Youth program specifically designed to provide a ranch experience for inner city children
☐ Other

Purpose of grant: Purchase of Police CanineAmount of grant requested: \$ 20,000

Please attach to this application additional information about the purpose of the grant including the nature of the expenditure, why the expenditure is needed and how it furthers your organization's purpose, population to be served, budget and source of funds for expenditure and identification of other foundations approached for funds. We also request a summary about your organization's history and purpose; current list of your governing board members; current operating budget, financial statements and information pertaining to in-kind services and volunteers hours contributed; most recent annual financial statements; your Internal Revenue Service determination letter which identifies you as a public charity and additional information you would like to include which furthers our understanding of your grant request and organization.

In the event your organization grant request is approved by us, **you agree to the following conditions:** The grant funds will be used solely for the purpose outlined in this grant request; that the receipt of these funds will not adversely affect your status as a public charity under Section 509(a) of the Internal Revenue Code and you agree to provide us any information concerning a change or proposed change to your tax exempt status; that in the event your tax exempt status

changes we reserve the right to have all unspent grant funds immediately returned to us; that any grant funds not used or committed for the specific purpose outlined in this proposal to us within three months be returned to us unless otherwise authorized in writing; that you agree to provide a written report to us within three months from the receipt of the funds which describes the how the funds were used to accomplish the purpose of your grant and success of the grant and because we desire that all your resources be dedicated to accomplishing your charitable purpose you agree to **not recognize** our grant to you by expending funds on certificates, plaques or similar mementoes.

PLEASE SUBMIT AN ORIGINAL AND TWO COPIES of your application and supporting material to us. Complete grant applications and questions pertaining to the Helen Close Charitable Foundation can be address to:

Helen Close Charitable Foundation
c/o Barnard, Vogler & Co., CPAs
100 West Liberty St., Suite 1100
Reno, NV 89501

The undersigned certifies and represents to the Helen Close Charitable Foundation that responses, statements, data, materials and other information contained in, and attached to this grant application are true, correct, and accurate to the best of your knowledge and belief and that the applicant's governing body has authorized the undersigned to complete and execute this grant application. The undersigned also agrees to the terms and conditions as outlined above should this grant application be approved and funded.

Signature of President or Director
or

Ken Furlong

Name of President or Director

Sherlff

Title

Signature of Preparer(if other than President
Director)

Jimmy Surratt, Deputy Sheriff

Name and Title of Preparer

Deputy Sheriff

Title of Preparer



901 E Musser St.
Carson City, NV 89701

Ken Furlong
Sheriff

775-887-2500
Fax: 775-887-2026

The Carson City Sheriff's Office is seeking assistance from the Helen Close Charitable Foundation for our Canine Program. The Sheriff's Office currently has three Police Service Canines. Two of the canines named "Teddy" and "Troy" are trained to detect controlled substances such as Marijuana, Methamphetamine, Cocaine, Heroin, and Ecstasy. The other dog named "Ary" is also trained to detect controlled substances as well as search for fleeing suspects who pose a threat to our communities. Unfortunately, "Troy" has developed a serious medical condition causing him retire much earlier than expected sometime in 2012. When "Troy" retires he will remain with his handler taking it easy through his "golden years."

"Troy" during his career has made such an impact in the community conducting over a thousand searches. Those searches include vehicles, buildings, open area's, jails, prisons, and schools throughout Northern Nevada. They have given countless demonstrations to the public, schools, and other events held each year. "Troy" has located approximately \$320,000 worth of illegal drugs and hundreds pieces of drug paraphernalia. Without the use of "Troy", those illegal drugs would have reached the streets of Carson City and streets within Northern Nevada.

In 2003, Ken Furlong was elected Sheriff of Carson City, Nevada, and remains our current Sheriff for his third term of Office. Sheriff Furlong grew up in Carson City and the Furlong name is well known and respected throughout the community as an old Carson City name. Carson City has a population of approximately 60,000 with thousands more traveling through the City on a daily basis, being the Capital of our wonderful state of Nevada.

Sheriff Furlong has taken strong approach to deterring crime through creating such specialized units such as the Special Enforcement Team and creating the Tri County Gang Unit. The Gang Unit is comprised of Deputies from Carson City, Douglas County, and Lyon County. The Canine program works very closely with these specialized units as well as other Law Enforcement Agencies within our local area.

The Canine Program is a valuable tool to Law Enforcement in the battle against illegal drugs, which have created so many problems in Northern Nevada. The increase in activity involving Methamphetamine and Heroin, in our local area, is a constant reminder that we need every available tool to prevent our children from going down the wrong path.

The benefit of the program to our community is tremendous. We work closely with Carson City School District, Storey County School District, Churchill County School District, and Lyon County School District by bringing the Canines to the schools for education and the prevention of drugs coming onto our school campuses. The Carson City Deputy Canines are used in every aspect of local law enforcement assisting Officers in the finding of illegal substances that are sometimes hard to find.

Recently, one of our canines located 16 pounds of Marijuana being transported in a vehicle in downtown Carson City. Another one of the canines, within the week, located almost one pound of Methamphetamine inside a vehicle on another traffic stop, in the heart of downtown Carson City as well. Without the advantage of the canines, both traffic stops may have resulted in completely different outcomes allowing those drugs to hit the streets of Carson City and jeopardize our quality of life. The criminals who are selling the illegal substances are creative and sneaky; however, with the Canines, the Sheriff's Office has one more advantage to putting a stop to them. We want to be able to maintain the aggressive approach in taking the harmful drugs off of our streets and keeping them away from our children.

The Carson City Sheriff's Office purchased Canines "Troy" and "Teddy" through the Meth Collation Grant. In 2010, "Ary" was also purchased with the help of Meth Collation Grant. The cost of purchasing quality Canines, training for the handlers, proper equipment, and vehicles are not provided for within our current budget. Budget cuts have been in place for the last several fiscal years, with no end in sight. Attached to this application is the status of our current budget, which shows no funding allocated for capital expenditures.

The Canine program has always been funded by grants and donations. The program is supported, when it comes to our local veterinary needs, by Sierra Veterinary Hospital, who has for many years donated their services to the program. Food is supplemented in part, for the working dogs, by Mars Pet Care/Pedigree Food. We are asking for your assistance to maintain the current level of service of three canines in our department, supporting street enforcement, schools, and businesses alike.

The Carson City Sheriff's Office extends great gratitude to the Helen Close Charitable Foundation for allowing us to petition for support to a very important ongoing program. In the event that there are any additional questions, or concerns, please do not hesitate to contact us at 775-230-0500, K9 Deputy Jim Surratt.



Memorandum

"Action, Urgency, Excellence"

To: Deputy Surratt
From: Kathie Heath, Business Manager
Date: March 9, 2012
Subject: Budget Information for Grant Application

Attached to this memo is the most recent financial report I present to the Sheriff each month. The report covers the period through February 29, 2012.

Our adjusted FY 12 budget totals \$15,548,580. Of this amount, \$13,896,922 is dedicated to salaries and benefits. The budget for fixed costs (utilities, equipment rental, fleet, medical care, etc.) is \$917,061. The budget for variable costs (basic operating items) is \$703,465. As you can see, there is no budget allocated in the Capital Outlay section.

Any line item which is red is considered 'over budget' and must be covered by reducing expenditures elsewhere. For example, the report may show that we have funds available in the line item for food. However, this is not the case, because any funds available here must be used to cover line items which are over budget.

You will also notice a section on the document titled 'Self-Funded Line Items'. This category is for funds which have been received through donations and are used solely for the particular program. Funds in this category are not provided by the City's general fund, nor are they grant funds. They are specifically donated by the public and are used for operating supplies only, not capital purchases.

Please let me know if you need any further information.

FY 12 BUDGET WORKSHEET

Payroll: as of - 02/09/12 57.14% of quarter 61.10% of fiscal year
Accounts Payable: as of - 02/29/12 61.64% of quarter 66.68% of fiscal year

			FY 12 Adjusted Budget	FY 12 YTD	YTD %	Based on Date		Comments
						Estimated FY 2012	(Over) Under	
Totals - General Funds Only (Includes general fund portion of Trinet)								
Salaries and Wages								
01	01	Salaries	7,920,247	4,746,179	60%	7,747,999	172,248	
02		Hourly/Seasonal	93,184	63,322	67%	79,330	13,854	
04		Shift Differential	159,085	73,008	46%	116,276	42,809	
06		Management Leave Pay	11,641	8,162	70%	11,641	0	
07		Annual Leave Payoff	-	4,743		4,743	4,743	must cover from salary savings
08		Sick Leave Payoff	-	426		426	426	must cover from salary savings
11		Overtime	618,511	431,029	69%	696,086	177,575	must cover from salary savings
12		Call Back	34,874	28,621	82%	42,629	7,755	must cover from salary savings
13		Stand-By Pay	2,676	1,297	50%	1,297	1,278	
16		Holiday Pay	127,722	109,833	86%	132,069	4,347	must cover from salary savings
99		Grant Fund - Salaries	(128,691)	(73,788)		(123,641)	3,150	must cover from salary savings
*		Total Salaries and Wages	8,741,148	5,382,821	62%	8,708,955	32,193	
02	25	Medicare	122,133	76,616	62%	123,405	1,272	
30		Retirement	2,824,762	1,709,362	60%	2,788,483	36,269	
40		Group Insurance	1,406,089	813,244	58%	1,325,209	80,880	
42		Disability Insurance	1,072	669	62%	1,091	19	
50		Workers' Comp	534,388	238,344	45%	534,388	0	
60		Education Incentive	20,500	13,500	66%	13,000	7,500	
65		Uniform Allowance	237,928	83,438	35%	230,111	7,815	
70		Car Allowance	6,017	3,692	61%	6,023	6	
71		Phone Allowance	2,897	3,040	105%	3,222	325	
75		Sick Leave Converted to PERS	-	4,306		4,306	4,306	
*		Total Employee Benefits	5,165,774	2,944,209	57%	5,029,238	126,536	
**	*	Total Salaries and Benefits	13,896,922	8,327,031	60%	13,738,193	158,728	

***** Notes *****

Administrative Pay and Workers' Comp Pay are included in Salaries
FLSA is included in Overtime
Group Insurance budget established by the Finance Department
Annual Leave and Sick Leave Payoff estimates are equal to YTD expenditures
Sick Leave to PERS Conversion estimate is equal to YTD expenditures
All line items listed as Self-Funded are carry-over budgets and will not be listed until end of year
All Small Furnishings line items are covered by budget in 101-2005-421.06-75
Estimates for line items listed below are equal to budgeted amounts:
Car Allowance
Ammunition
Sewer Charges
Water Charges
Fleet Management

FY 12 BUDGET WORKSHEET

Payroll: as of - 02/09/12 57.14% of quarter 61.10% of fiscal year
Accounts Payable: as of - 02/29/12 61.54% of quarter 66.68% of fiscal year

FY 12				Based on Date		Comments
Adjusted Budget	FY 12 YTD	YTD %	Estimated FY 2012	(Over) Under		
Totals - General Funds Only (includes general fund portion of Trinet)						
Services and Supplies						
Fixed Costs						
03 09	Professional Services	71,000	54,750	77%	71,000	0
03 25	Medical Care	10,000	8,847	88%	13,631	3,631
03 36	Lab Expense	24,848	24,848	100%	24,848	0
04 32	Maintenance Svc Contracts	41,870	47,503	114%	63,249	21,579
04 44	Office Equipment Rental	30,300	18,948	63%	28,979	1,321
04 48	Pager Services	2,500	93	4%	142	2,358
05 85	Extradition Travel	3,000	3,439	115%	5,260	2,260
06 27	Ammunition	24,400	22,203	91%	24,400	0
06 36	Laboratory Expense	2,005	1,675	84%	1,675	330
06 80	Vehicle Fuel	137,700	112,617	82%	170,968	33,268
07 10	Telephone	191,460	108,648	57%	168,198	25,292
07 12	Power	116,900	46,854	40%	70,130	45,770
07 13	Heating	38,850	17,182	44%	28,279	12,671
09 50	Fleet Management	223,428	111,714	50%	223,428	0
12 99	Grant Fund - Operating	-	(4,959)	-	(12,459)	12,459
*	Total S & S Fixed Costs	917,061	673,262	63%	877,598	39,463
Variable Costs						
03 30	Training	63,635	64,006	101%	69,891	36,256
03 58	Physicals (Employee)	33,175	11,982	36%	18,325	14,850
04 30	Equipment Repair & Maint.	20,350	7,651	38%	13,081	7,269
04 35	Vehicle Repair	36,000	29,308	81%	47,970	11,970
05 11	Bonds	325	-	0%	-	325
05 22	Investigation	69,700	48,622	67%	78,804	9,104
05 23	IHOP Incident	-	60,974	-	60,974	60,974
05 26	Autopsies	62,000	56,169	91%	85,890	23,890
05 42	Advertising	1,500	4,700	313%	7,188	5,688
05 45	Membership/Publications	3,160	2,456	78%	3,768	608
05 80	Travel	3,000	87	3%	133	2,867
06 01	Office Supplies	11,260	4,681	41%	7,006	4,244
06 02	Postage	14,425	7,714	53%	11,798	2,627
06 15	Printing	6,000	1,705	28%	2,608	3,392
06 25	Operating Supplies	127,995	87,481	68%	129,234	1,239
06 28	Auxiliary Units	12,950	3,078	24%	4,708	8,242
06 40	Food & Kitchen Supplies	132,600	60,117	45%	91,944	40,656
06 42	Domestic Supplies	28,625	15,513	54%	23,691	4,934
06 45	Books / Periodicals	1,500	-	0%	-	1,500
06 75	Small Furnishings	67,000	25,188	38%	67,000	0
14 38	Programs	8,285	3,647	44%	5,578	2,707
24 50	Cash Short/Over	-	-	-	-	0
*	Total S & S Variable Costs	703,465	492,987	70%	759,559	56,094
Capital Outlay						
77 43	Furniture & Fixtures	-	10,023	-	-	0
75	Equipment	-	-	-	-	0
*	Total Capital Outlay	-	10,023	-	-	0
*	Total Variable Costs	703,465	502,990	72%	759,559	56,094
Self-Funded Line Items						
08 80	Gifts and Donations	8,030	-	0%	8,030	0
14 20	K-9 Unit	6,687	182	3%	6,687	0
14 35	Traffic Safety School	631	-	0%	631	0
14 39	TRIAD Expense	2,699	-	0%	2,699	0
14 41	SWAT Program	1,528	829	54%	1,528	0
14 42	Motor Unit	6,553	-	0%	6,553	0
14 45	VIPS	2,555	-	0	2,555	0
14 46	NNO	127	6	0	127	0
14 66	Training Programs	2,422	-	0%	2,422	0
*	Total Self-Funded Line Items	31,132	1,017	3%	31,132	0
*	Total Services and Supplies	1,651,650	1,077,269	65%	1,668,289	16,631
*** *	Total All Divisions	15,546,500	9,404,300	60%	15,406,482	142,098

FY 12 BUDGET WORKSHEET

Payroll: as of - 02/09/12 57.14% of quarter 61.10% of fiscal year
Accounts Payable: as of - 02/29/12 61.54% of quarter 66.58% of fiscal year

	FY 12 Adjusted Budget	FY 12 YTD	YTD %	Based on Date Estimated FY 2012	(Over) Under	Comments
Totals - General Funds Only (Includes general fund portion of Trinet)						
Department Summary						
Salaries and Wages						
Salaries	8,741,148	5,382,821	62%	8,708,865	32,193	
Benefits	5,155,774	2,944,209	57%	5,029,238	126,536	
Total Salaries and Wages	13,896,922	8,327,031	60%	13,738,193	158,729	
Services and Supplies						
Fixed Costs	917,061	573,262	63%	877,588	39,463	
Variable Costs	703,485	492,867	70%	759,559	56,094	
Self-Funded	31,132	1,017	3%	31,132	0	
Total Services and Supplies	1,651,668	1,067,246	65%	1,668,289	16,631	
Capital Outlay						
Equipment	-	10,023		-	0	
Furniture and Fixtures	-	10,023		-	0	
Total Capital Outlay	-	10,023		-	0	
Department Total	15,548,580	9,404,300	60%	15,406,402	142,098	

NOTES:

All internal budget documents consider Capital Outlay as part of variable costs. Capital Outlay is shown separate in the Division Summary for ease in balancing with HTE

All remaining funds will be used to cover shortages in grant funding for Tri-Net Narcotics Task Force and Regional Gang Unit
Regional Gang Unit - not represented in this report. Shortage is approximately \$76,000

HELEN CLOSE CHARITABLE FOUNDATION

100 West Liberty Street, Suite 1100

(775) 786-6141

Reno, Nevada 89501

Fax (775) 323-6211

The Helen Close Charitable Foundation was founded by Helen Close in 1985. Helen's interest in philanthropic causes is evident from her generous donation of her estate at the time of her death. During Helen's life time, she was fond and supportive of charitable purposes involving animal preservation and activities, public safety involving police and fire activities and scholarships to Nevada based institutions of higher learning for students who have grade point averages between 2.5 and 3.5. Helen was born in the shadow of the Black Hills in South Dakota on her father's ranch. She had fond memories of growing up on a ranch and wanted to offer the opportunity for inner city children to have the opportunity to experience the ranching life.

In honoring Helen's philanthropic causes, the Board of Trustees of the Helen Close Charitable Foundation has determined that we will give priority to the charitable purposes honored by Helen during her lifetime. Accordingly, we welcome charitable grant application from charitable organizations whose purpose includes public safety, animal welfare and educational ranch experiences for inner city children.

We will also consider applications for other charitable grants. While no set limit has been designated for grant amounts, grant applications for other charitable purposes approved in the past three years have not exceeded \$15,000.00. The Trustees have considered multiple year funding awards, but prefer single year grants. Other charitable grant applications approved in the past have generally requested specific purpose grants involving support for specific programs or equipment purchases. General operating support requests are less likely to receive Foundation support. The Trustees have approved some charitable grant requests at an amount less than requested but subject to the receipt of the remaining funds from other sources.

The Board of Trustees meets three times a year to consider grant applications submitted during the preceding period. An application is available which outlines what is to be submitted for consideration and the conditions for a grant from the Foundation. Once a grant application has received Trustee approval, funds will be made available based upon the need identified in the grant application. The grant recipient is expected to expend the funds and provide a written report to the Foundation within six months from the receipt of the funds.

To receive consideration for a grant request, all organizations must be a public entity or publicly supported charity, which is not a private foundation, with a tax-exempt status which has not been revoked by the Internal Revenue Service or applicable state authority. Our current form 990PF is available through the internet on Guidestar.org or by an email request to kesreno@yahoo.com.

An application can be requested from:

Kenneth Stieha, President
Helen Close Charitable Foundation
c/o Barnard, Vogler & Co, CPAs
100 West Liberty St., Suite 1100
Reno, Nevada 89501

An application is available in adobe reader pdf format by request to:

kesreno@yahoo.com
subject: Helen Close Charitable Foundation

Ken 846-5354