

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

**Meeting Date: September 27, 2016**

**[X] Consent**  
**[ ] Ordinance**

☐ Regular  
☐ Public Hearing

Department

**Submitted By: HEALTH DEPARTMENT**

Submitted For: ENVIRONMENTAL PUBLIC HEALTH

## I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to adopt: A Resolution of the Board of County Commissioners of Palm Beach County, Florida, adopting the FY 2016/2017 budget for the Air Pollution Control Program.

**Summary:** This Resolution is required by the August 21, 1984, Agreement between the Board of County Commissioners and the Department of Health Palm Beach County (DOHPBC) to establish the annual budget for the expenditure of fees deposited into the Air Pollution Control Trust Fund. This Program is solely supported by motor vehicle license registration fees. The proposed FY 2016/2017 budget for the Air Pollution Control Program from this funding source is \$1,101,357 which is a 14.01% increase from the current year budget. The increase in budget is primarily due to the capital expenses and the match money required for the Environmental Protection Agency (EPA) funding. This budget can be accommodated by future revenues and a surplus in the Air Pollution Control Trust Fund. Countywide (HH)

**Background and Justification:** In 1983, the State Legislature enacted Section 320.03(6), Florida Statutes, which provided for an additional fifty cent (50¢) motor vehicle license registration fee for the control of air pollution in the State. If this fee is collected in counties with approved air pollution control programs, such as the existing Health Department Program, then it is returned to a trust fund established by the county. This Statute also requires that these funds be used only for air pollution control purposes. Therefore, the County entered into an agreement with the DOHPBC authorizing the Health Department Air Pollution Control Program to act on behalf of Palm Beach County, and to establish an Air Pollution Control Trust Fund to support such a program. The Resolution, No. R-84-1196, was adopted on August 21, 1984.

The 1990 State Legislature amended Section 320.03(6), Florida Statutes, to increase the registration fee to One Dollar (\$1.00) for support of air pollution control activities. **(Continued on page 3)**

**Attachments:**

1. Proposed Resolution approving FY 2016/2017 Budget
2. FY 2016/2017 Air Pollution Control Program Budget
3. Comparison of Tag Fee Budgets FY 2016 & FY 2017

**Recommended By:**

Department Director

9/22/14  
Date

**Approved By:**

Assistant County Administrator

9/23/16  
Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Health Department (see below)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	*	_____	_____	_____	_____

# ADDITIONAL FTE

POSITIONS (Cumulative)\_\_\_\_\_

Is Item Included in Proposed Budget? Yes   X   No       

Budget Account No.: Fund \_\_\_\_\_Dept\_\_\_\_\_Unit\_\_\_\_\_Object\_\_\_\_\_


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

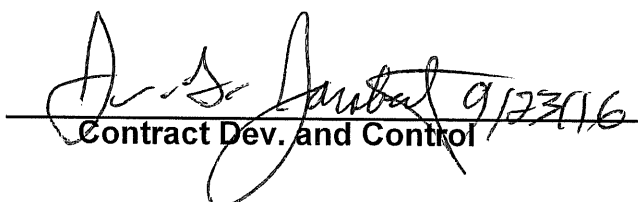
\*There is no direct fiscal impact associated with this item. The revenue and expenditure budget of the registration fees is accounted for in the Health Department budget which is submitted for approval under a separate item.

C. Departmental Fiscal Review: \_\_\_\_\_

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

  
 \_\_\_\_\_  
 OFMB

  
 \_\_\_\_\_  
 Contract Dev. and Control

### B. Legal Sufficiency

  
 \_\_\_\_\_  
 Assistant County Attorney

### C. Other Department Review:

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

THIS SUMMARY IS NOT TO BE USED AS A BASIS

## **Background And Justification (Continued):**

**Background And Justification:** Section 320.03(6), Florida Statutes, was further amended to provide that an approved local air pollution control program is eligible to receive an additional twenty-five cents (25¢) from the fee for a total of seventy-five cents (75¢), provided the local air pollution control trust fund has an unencumbered balance not exceeding 50% of the previous year's revenue allocation. It is estimated that the unencumbered balance at the end of the current fiscal year will be less than 50% of the annual revenue thus making the County eligible to continue receiving funding at the 75¢ level. It is also estimated that annual tag fee revenues will be equivalent to the FY 2016/2017 budget request. Therefore, sufficient funds will be available for this budget.

**RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ADOPTING THE FY 2016/2017 BUDGET FOR THE AIR POLLUTION CONTROL PROGRAM.**

**WHEREAS, on August 21, 1984, the Board of County Commissioners entered into an agreement with the Department of Health Palm Beach County to continue an Air Pollution Control Program and establish an Air Pollution Control Trust Fund pursuant to Sections 403.182 and 320.03(6), Florida Statutes; and**

**WHEREAS, the Agreement requires the Health Department to submit a budget to the County on an annual basis; and**

**WHEREAS, the projected budget for the expenditure of monies deposited into the Air Pollution Control Trust**

**Fund for FY 2016/2017 is as follows:**

<b><u>Program Component</u></b>	<b><u>Annual Cost</u></b>
(1) Personnel Salaries	\$390,726
(2) Fringe Benefits	\$171,919
(3) Travel	\$4,000
(4) Training	\$2,000
(5) Communications	\$2,500
(6) Utilities	\$15,000
(7) Postage	\$1,500
(8) Printing	\$4,500
(9) Contractual	\$1,500
(10) Supplies & Maintenance	\$18,572
(11) Motor Pool	\$24,335
(12) Office Supplies	\$4,000
(13) Subscriptions	\$300
(14) Promotional Items	\$900
(15) Other	\$240,000
(16) Division Administrative Support	\$45,000
(17) Legal Support	\$17,500
(18) Indirect Costs	\$92,105
(19) Capital Items (>\$1,000)	<u>\$65,000</u>
<b>Total Cost</b>	<b>\$1,101,357</b>

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that the projected budget of the Air Pollution Control Program as set forth herein is hereby adopted, subject to final adoption of the Palm Beach County FY 2016/2017 Budget.**

The foregoing resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

MARY LOU BERGER, MAYOR  
HAL R. VALECHE, VICE MAYOR  
Commissioner PAULETTE BURDICK  
Commissioner SHELLEY VANA  
Commissioner STEVEN L. ABRAMS  
Commissioner MELISSA MCKINLAY  
Commissioner PRISCILLA A. TAYLOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

The Mayor thereupon declared the Resolution duly passed and adopted the \_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED AS TO FORM  
& LEGAL SUFFICIENCY:

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

SHARON R. BOCK, CLERK AND COMPTROLLER

BY: \_\_\_\_\_  
COUNTY ATTORNEY

BY: \_\_\_\_\_  
(CLERK)

## Attachment 2

## PALM BEACH COUNTY BUDGET SUPPORT INFORMATION - FISCAL YEAR 2016/2017

FUND AIR POLLUTION CONTROL TRUST FUND	DEPARTMENT FLORIDA DEPARTMENT OF HEALTH PALM BEACH COUNTY		DIVISION ENVIRONMENTAL PUBLIC HEALTH
OBJECT CODE	ACCOUNT TITLE	EXPLANATION	BUDGET REQUEST
Tallam-29023	SALARIES	44% ENVIRONMENTAL ADM.	\$33,359
Morales-45576		63% ENVIRONMENTAL MANAGER	\$30,681
VACANT-84874		90% ENVIRONMENTAL SPEC. III	\$44,941
VACANT-35927		95% ENVIRONMENTAL SPEC. II	\$38,095
Patino-58573		25% PROFESSIONAL ENGINEER II SUPV	\$13,593
Kalamaras-65377		55% ENGINEER III	\$27,892
Bhavsar-49846		21% ENGINEER III	\$9,443
Siggers-29024		50% SENIOR CLERK	\$12,195
Carabelas-29768		100% ENVIRONMENTAL SPEC. III	\$48,038
Selvendran-45575		35% ENVIRONMENTAL MANAGER	\$20,719
Wilson-61034		40% ENVIRONMENTAL SPEC. III	\$19,423
St. Ange-69837		90% ENVIRONMENTAL SPEC. II	\$34,212
Ukpong-69370		60% ENVIRONMENTAL SPEC. II	\$25,265
Mayer-28835		35% ENVIRONMENTAL ADM.	\$28,810
Zanko-34194		10% ACCOUNTANT	\$4,060
		SUB-TOTAL	\$390,726.00

**PALM BEACH COUNTY BUDGET SUPPORT INFORMATION - FISCAL YEAR 2016/2017**

FUND AIR POLLUTION CONTROL TRUST FUND OBJECT CODE	DEPARTMENT FLORIDA DEPARTMENT OF HEALTH PALM BEACH COUNTY		DIVISION ENVIRONMENTAL PUBLIC HEALTH
	ACCOUNT TITLE	EXPLANATION	BUDGET REQUEST
	FRINGE	44% ENVIRONMENTAL ADM.	
		63% ENVIRONMENTAL MANAGER	
		90% ENVIRONMENTAL SUPV. II	
		95% ENVIRONMENTAL SPEC. II	
		25% PROFESSIONAL ENGINEER II SUPV	
		55% ENGINEER III	
		21% ENGINEER III	
		50% SENIOR CLERK	
		100% ENVIRONMENTAL SPEC. III	
		35% ENVIRONMENTAL MANAGER	
		40% ENVIRONMENTAL SPEC. III	
		90% ENVIRONMENTAL SPEC. II	
		60% ENVIRONMENTAL SPEC. II	
		15% ENVIRONMENTAL ADM.	
		10% ACCOUNTANT	
		SUB-TOTAL Note: FRINGE BASED ON 44% OF SALARY	\$171,919

**PALM BEACH COUNTY BUDGET SUPPORT INFORMATION - FISCAL YEAR 2016/2017**

<b>FUND</b> <b>AIR POLLUTION</b> <b>CONTROL TRUST FUND</b>	<b>DEPARTMENT</b> <b>FLORIDA DEPARTMENT OF HEALTH PALM BEACH COUNTY</b>		<b>DIVISION</b> <b>ENVIRONMENTAL PUBLIC HEALTH</b>
<b>OBJECT CODE</b>	<b>ACCOUNT TITLE</b>	<b>EXPLANATION</b>	<b>BUDGET REQUEST</b>
	<b>TRAVEL</b>	Travel costs to attend meetings, conferences, and training courses; per diem and private car expenses.	\$4,000
	<b>TRAINING</b>	Employee development (Registration Fees).	\$2,000
	<b>COMMUNICATIONS</b>	Telephone, cellular phones, & pagers.	\$2,500
	<b>UTILITIES</b>	Electric, water and waste disposal costs and building maintenance & security.	\$15,000
	<b>POSTAGE</b>	Mailing of correspondence, shipping & freight.	\$1,500
	<b>PRINTING</b>	Reports, brochures, visual aids, video & photography, and copying.	\$4,500
	<b>CONTRACTUAL</b>	Costs related to equipment maintenance, and service contracts for air monitoring trailers.	\$1,500
	<b>SUPPLIES, MAINTENANCE &amp; REPAIRS,</b>	Costs related to repairs, maintenance and replacement of air monitoring equipment, and equipment used to conduct inspections.	\$18,572
	<b>MOTOR POOL</b>	Costs for operating section vehicles, including fuel, maintenance & repair and monthly leases.	\$24,335
	<b>OFFICE SUPPLIES</b>	Items necessary for operation of office, laboratory and monitoring sites; office computers and computer software included.	\$4,000
		<b>SUB-TOTAL</b>	<b>\$77,907.00</b>

**PALM BEACH COUNTY BUDGET SUPPORT INFORMATION - FISCAL YEAR 2016/2017**

<b>FUND</b> <b>AIR POLLUTION</b> <b>CONTROL TRUST FUND</b>	<b>DEPARTMENT</b> <b>FLORIDA DEPARTMENT OF HEALTH PALM BEACH COUNTY</b>		<b>DIVISION</b> <b>ENVIRONMENTAL PUBLIC HEALTH</b>
<b>OBJECT CODE</b>	<b>ACCOUNT TITLE</b>	<b>EXPLANATION</b>	<b>BUDGET REQUEST</b>
	<b>SUBSCRIPTIONS AND REFERENCE MATERIALS</b>	Costs of periodicals, professional organizations, books and reference materials.	<b>\$300</b>
	<b>PROMOTIONAL ITEMS</b>	Purchase of small items for public distribution to promote air quality. Purchases will be consistent with PBC Policy.	<b>\$900</b>
	<b>CAPITAL ITEMS &gt;\$1,000</b>	1 Sequential PM monitor – Filter base PM 2.5 (\$19,000); 1 NIST primary standard Low and High flow (\$7,000); 1 Ambient data logger (\$19,000); 1 Vehicle (\$20,000)	<b>\$65,000</b>
	<b>LEGAL SUPPORT</b>	Support from PBCHD attorney's office for permitting challenges and enforcement actions.	<b>\$17,500</b>
	<b>OTHER</b>	Matching money required to receive Federal air program funding for FY/17 from the U.S. Environmental Protection Agency.	<b>\$240,000</b>
	<b>DIVISION ADM SUPPORT</b>	Direct administrative support services for purchasing, records retention, data management and personnel actions.	<b>\$45,000</b>
	<b>INDIRECT COSTS</b>	Support services from Human Resources, Finance & Accounting, Data Management and Purchasing. Based on 16.37% of salary & fringe.	<b>\$92,105</b>
		<b>SUB-TOTAL</b>	<b>\$460,805.00</b>
		<b>BUDGET TOTAL</b>	<b>\$1,101,357</b>

REVENUE		
MONTH	FY/16	FY/17
Oct	\$ 84,227.25	\$ 76,295.25
Nov	\$ 72,268.50	\$ 71,172.75
Dec	\$ 79,255.50	\$ 71,823.75
Jan	\$ 102,882.75	\$ 101,784.00
Feb	\$ 72,936.00	\$ 77,824.50
March	\$ 78,588.75	\$ 81,968.25
April	\$ 79,132.50	\$ 80,024.25
May	\$ 80,604.00	\$ 81,286.50
June	\$ 81,638.25	\$ 69,769.50
July	\$ 227,199.00	\$ 231,850.50
Aug	\$ 75,684.75	\$ 66,229.15
Sep	\$ 74,704.50	\$ 67,459.40
TOTAL	\$ 1,109,121.75	\$ 1,077,487.80

5 year average

5 year average

Comparison of Tag Fee Budgets FFY 2016 & FFY 2017			
	FY/16	FY/17	
Salaries	\$383,417.00	\$390,726.00	1.91%
Fringe Benefits	\$144,548.00	\$171,919.00	18.94%
Travel	\$4,000.00	\$4,000.00	0.00%
Training	\$2,000.00	\$2,000.00	0.00%
Communications	\$2,500.00	\$2,500.00	0.00%
Utilities	\$15,000.00	\$15,000.00	0.00%
Postage	\$1,500.00	\$1,500.00	0.00%
Printing	\$4,500.00	\$4,500.00	0.00%
Contractual	\$1,500.00	\$1,500.00	0.00%
Supply and Maintenance	\$18,572.00	\$18,572.00	0.00%
Motor Pool	\$24,335.00	\$24,335.00	0.00%
Office Supplies	\$4,000.00	\$4,000.00	0.00%
Promotional Items	\$900.00	\$900.00	0.00%
Subscriptions & Books	\$300.00	\$300.00	0.00%
Capital (OCO)	\$50,000.00	\$65,000.00	30.00%
Legal Services	\$17,500.00	\$17,500.00	0.00%
105 Match	\$160,000.00	\$240,000.00	50.00%
EHE Adm Support	\$45,000.00	\$45,000.00	0.00%
Indirect Costs	\$86,428.00	\$92,105.00	6.57%
	<b>\$966,000</b>	<b>\$1,101,357</b>	<b>14.01%</b>

slight increase due to shift in job duties

Increase in fringe is based on the actual amounts spent.

replacing the old monitoring equipment and purchasing one vehicle

increased to maintain the current level of local share of EPA match money

Increased due to increase in fringe expenses

2015 Unencumbered Balance:	\$282,889.97
Add: 2015 Estimated Reserves	\$ 1,109,121.75
<b>Estimated 2015 Unencumbered Balance</b>	<b>\$1,392,011.72</b>
Budget for 2015-16	\$966,000

Estimated Balance on 9/30/2016	\$426,011.72
Estimated revenue during FY 2017	\$ 1,077,487.80
<b>TOTAL BALANCE</b>	<b>\$1,503,499.52</b>

Adequate funding is available to support budget request.

\$1,101,357