Agenda Item: 3L-6

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	March 8, 2022	(X) Consent () Workshop	()Regular ()Public Hearing
Department:	Environmental Resource	s Management	

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file:

- **A)** the Annual Certified Budget For Mosquito Control (Form 13617) with the Florida Department of Agriculture and Consumer Services (FDACS) for mosquito control activities performed during the Fiscal Year period beginning October 1, 2021 through September 30, 2022; and
- **B)** the Arthropod Control Budget Amendment (Form 13613) of \$50,689 with FDACS in the State Mosquito Control Fund with a decrease in the grant award amount.

Summary: On June 15, 2021, the Board of County Commissioners (BCC) approved the County Administrator, or designee, to sign the Annual Certified Budget for Arthropod Control and State Financial Assistance Recipient Agreement (R2021-0820). The Agreement normally provides arthropod control state aid to support mosquito control activities and it is based on the Annual Certified Budget submitted to the agency each September. However, no state aid has been awarded this year, and therefore there is no Agreement. Although no Agreement was required this year, on February 8, 2022, the County approved a Memorandum of Understanding with FDACS under which monthly reports are still required and due to FDACS to remain eligible for state funding in future years. In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating department as a receive and file agenda item. Countywide (SS)

Background and Justification: FDACS provides this aid to assist local government entities with arthropod and mosquito control and ensure the tools and techniques meet industry standards and are in compliance with CH 388 F.S. and 5E-13 F.A.C. The County primarily uses these funds to purchase mosquito control chemicals. State aid determination is based on a tier system. Based on Mosquito Control's Annual Certified Budget, FDACS placed Mosquito Control into Tier 1, which receives no state funding for FY2022.

Attachments:

- 1. FDACS Form 13617 Annual Certified Budget for Mosquito Control
- 2. FDACS Form 13613 Arthropod Control Budget Amendment
- 3. Delegation of Authority Memos

Recommended by:	Deborah Drum Detaily speed by Deborah Drum Deborah Children, Old-Deborah Drum, E-Consequence on Deborah Drum, E-Consequence on Deborah Drum, E-Consequence on Deborah Drum Deborah Dr						
•	Department Director	Date	_				
Approved by:	Pal	2/17/22					
	Assistant County Adminis	strator Date	_				

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years		2022	2023	2024	2025	2026
Capital Expe	nditures	-				
Operating Co	sts					
External Rev	enues	\$50,689				
Program Inco	ome (Count	y)				
In-Kind Matc	h (County)					
NET FISCAL	IMPACT	<u>\$50,689</u>				
# ADDITIONA POSITIONS		e)				
Is Item Includ	ded in Curre	ent Budget?	Yes _	X	No	
Does this ite	m include tl	ne use of fed	eral funds?	Yes	NoX	
Budget Acco	ount No.:					
Fund 1228 Fund 0001		e nt <u>380</u> Uni ent 380 Uni	i <u>t 3242</u> Objec it 3241	ctProgra	am	-
В.	Recommen	ded Sources	of Funds/Su	ımmary of Fis	scal Impact:	
C.	//	t Fiscal Revie	ew:	NTS		
A.	OFMB Fisc	al and /or Co	ntract Dev. a	nd Control C	omments:	
Carting of the	,	2/11/22 2.9.22	Cont	nact Develop	ment & Cont	10 2115122
\ B . ⁶ \	Assistant C	ciency:	ney			
C.	Other Depa	ırtment Revie	ew:			
	Departmen	t Director				



Florida Department of Agriculture and Consumer Services Division of Agricultural Environmental Services

Submit to: Mosquito Control 3125 Conner Blvd, Suite E Tallahassee, FL 32399-1650

ANNUAL CERTIFIED BUDGET FOR MOSQUITO CONTROL

Section 388.361, F.S. and 5E-13.027(1), F.A.C. Telephone: (850) 617-7911; Fax (850) 617-7939

County or District Palm Beach County

FISCAL YEAR: October 1, 2021 - September 30, 2022

RECEIPTS

1,771,14								
Acct#	Description	TOTAL	LOCAL	STATE				
311	Ad Valorem (Current/Delinquent)	\$3,177,216.00	\$3,177,216.00					
334.1	State Grant	\$50,689.00	\$0.00	\$50,689.00				
362	Equipment Rentals	\$0.00	\$0.00	\$0.00				
337	Grants and Donations	\$0.00	\$0.00	\$0.00				
361	Interest Earnings	\$0.00	\$0.00	\$0.00				
364	Equipment and/or Other Sales	\$0.00	\$0.00	\$0.00				
369	Misc./Refunds (prior yr expenditures)	\$0.00	\$0.00	\$0.00				
380	Other Sources	\$0.00	\$0.00	\$0.00				
389	Loans	\$0.00	\$0.00	\$0.00				
TOTAL RE	ECEIPTS	\$3,227,905.00	\$3,177,216.00	\$50,689.00				
Beginning Fund Balance		\$0.00	\$0.00	\$0.00				
Total Bud	getary Receipts & Balances	\$3,227,905.00	\$3,177,216.00	\$50,689.00				

EXPENDITURES Acct # **Uniform Accounting System Transaction** TOTAL LOCAL STATE Personal Services \$910,914.00 10 \$910,914.00 \$0.00 Personal Services Benefits \$452,185.00 20 \$452,185.00 \$0.00 Operating Expense 30 \$775,608,00 \$775,608.00 \$0.00 Travel & Per Diem 40 \$9,300.00 \$9,300.00 \$0.00 41 Communication Serv \$0.00 \$0.00 \$0.00 42 Freight Services \$500.00 \$500.00 \$0.00 43 **Utility Service** \$13,000.00 \$13,000.00 \$0.00 \$130,606.00 44 Rentals & Leases \$130,606.00 \$0.00 45 Insurance \$45,500.00 \$45,500.00 \$0.00 46 Repairs & Maintenance \$52,206.00 \$52,206.00 \$0.00 47 Printing and Binding \$0.00 \$0.00 \$0.00 48 Promotional Activities \$0.00 \$0.00 \$0.00 49 Other Charges \$383,605.00 \$383,605.00 \$0.00 51 Office Supplies \$4,299.00 \$4,299.00 \$0.00 \$0.00 52.1 Gasoline/Oil/Lube \$42,013.00 \$42,013.00 52.2 Chemicals \$385,639,00 \$334,950.00 \$50,689.00 52.3 Protective Clothing \$1,980.00 \$1,980.00 \$0.00 52.4 Misc. Supplies \$15,870.00 \$15,870.00 \$0.00 52 5 Tools & Implements \$1,200.00 \$1,200.00 \$0.00 \$0.00 54 **Publications & Dues** \$3,480.00 \$3,480.00 55 Training \$0.00 \$0.00 \$0.00 60 Capital Outlay \$0.00 \$0.00 \$0.00 71 Principal \$0.00 \$0.00 \$0.00 72 Interest \$0.00 \$0.00 \$0.00 81 Aids to Government Agencies \$0.00 \$0.00 \$0.00 83 Other Grants and Aids \$0.00 \$0.00 \$0.00 Contingency (Current Year) 89 \$0.00 \$0.00 \$0.00 Payment of Prior Year Accounts \$0.00 \$0.00 \$0.00 TOTAL BUDGET AND CHANGES \$3,227,905.00 \$3,177,216.00 \$50,689,00 0.001 Reserves - Future Capital Outlay \$0.00 \$0.00 \$0.00 0.002 Reserves - Self-Insurance \$0.00 \$0.00 \$0.00 0.003 Reserves - Cash Balance to be Carried Forward \$0.00 \$0.00 \$0.00 0.004 Reserves - Sick and Annual Leave Trans Out \$0.00 \$0.00 \$0.00 TOTAL RESERVES ENDING BALANCE \$0.00 \$0.00 \$0.00 TOTAL BUDGETARY EXPENDITURES AND RESERVES BALANCES \$3,227,905.00 \$3,177,216.00 \$50,689.00 ENDING FUND BALANCE \$0.00

Day of September 20 21 I certify that the budget shown was adopted on this_ Alout Mun

Chairman of the Board, or Clerk of Circuit Court

APPROVED: State of Florida Department of Agriculture and Consumer Services, Mosquito Control Program
SIGNED: 10/8/21
FDACS Mosquito Control Program Designee

FDACS-13617 Rev. 07/13





Florida Department of Agriculture and Consumer Services Division of Agricultural Environmental Services

Submit to: Mosquito Control 3125 Conner Blvd, Suite E Tallahassee, FL 32399-1650

ARTHROPOD CONTROL BUDGET AMENDMENT

Section 388.361, F.S. and 5E-13.027, F.A.C.

COMMISSIONER	тепфия	(100) 111-7011 1 ax (000) 0	11-1000				
A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.							
Amendment No.			2021-2022	Date:			
Amending: Local FundsState Fun							
Board of Commissioners for	Palm Beach County	District hereby submits to t	he Department of Agricultur	re and Consumer Services,			
for its consideration and approval, the	following amendment for th	ne current fiscal year as folio	IWS:				
ESTIMATED RECEIPTS							
NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.							
Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget		
\$ 50,689.00	\$.	\$ 50,689.00	\$ -	\$ 50,689.00	\$ -		

NAME SOURCE OF INCREASE: (Explain Decrease)

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request		Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ •	\$	\$	\$	
334.1	State Grant	\$ 50,689.00	\$ •	\$ 50,689.00	\$	-
362	Equipment Rentals	\$ -	\$ -	\$ 	\$	-
337	Grants and Donations	\$ -	\$ -	\$ -	\$	- 1
361	Interest Earnings	\$	\$ -	\$ -	\$	-
384	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$	-
369	Misc./Refunds (prior vr expenditures)	\$ -	\$	\$ -	8	
380	Other Sources	\$ •	\$ -	\$ -	\$	•
389	Loans	\$ •	\$	\$ -	\$	-
TOTAL F	RECEIPTS	\$ 50,689.00	\$ -	\$ 50,689.00	\$	-
Beginnin	g Fund Balance	\$ •	\$ •	\$ -	\$	-
Total But	igetary Receipts & Balances	\$ 50,689.00	\$ •	\$ 50,689.00	\$	•

BUDGETED EXPENDITURES NOTE: Total Increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT	Uniform Accounting System Transaction	Г	Present Budget	Π	Increase Request		Decrease Request		Revised Budget
10	Personal Services	\$	•	\$	-	\$	-	\$	-
20	Personal Services Benefits	\$	-	\$	-	\$	-	\$	-
30	Operating Expense	\$	•	\$	-	\$	•	\$	-
	Travel & Per Diem	\$	-	\$	-	\$	-	\$	•
	Communication Services	\$	•	\$	-	\$	-	\$	•
	Freight Services	\$	•	\$	-	\$	-	\$	•
43	Utility Service	\$	-	\$	-	\$	-	\$	•
	Rentals & Leases	\$	-	\$	-	\$	-	\$	-
45	Insurance	\$	-	\$	-	\$	-	\$	_
46	Repairs & Maintenance	\$	-	\$	•	\$	•	\$	
	Printing and Binding	\$	-	\$	-	\$		\$	
48	Promotional Activities	\$	-	5		\$	-	.\$	
49	Other Charges	\$	-	\$		\$	-	\$	-
51	Office Supplies	\$		\$		\$		\$	•
52.1	Gasoline/Oil/Lube	\$		\$		\$	-	\$	_
52.2	Chemicals	\$	50,689.00	\$	-	\$	50,689.00	\$	•
52.3	Protective Clothing	\$	•	\$		\$	-	\$	-
52.4	Misc. Supplies	\$		\$	-	\$	-	\$	-
52.5	Tools & Implements	\$		\$	-	\$	-	\$	-
54	Publications & Dues	\$	-	\$	-	\$	-	\$	
55	Training	\$	•	\$	•	\$	ď	\$	•
60	Capital Outlay	\$	-	\$	-	\$	•	\$	
71	Principal	\$	-	\$	-	\$	-	\$	-
72	Interest	\$		\$	-	5	-	\$	-
81	Aids to Government Agencies	\$	-	\$	-	\$	-	\$	•
83	Other Grants and Alds	\$	•	\$	•	\$	-	\$	-
89	Contingency (Current Year)	\$		\$	-	\$	-	\$	-
99	Payment of Prior Year Accounts	\$	•	\$	-	\$	-	\$	-
TOTAL BU	IDGET AND CHARGES	\$	50,689.00	\$	•	\$	50,689.00	\$	•
0.001	Reserves - Future Capital Outlay	\$	-	\$	-	\$	-	\$	•
	Reserves - Self-Insurance	\$	-	\$	-	\$		\$	-
	Reserves - Cash Balance to be Carried Forward	\$		\$		\$	•	\$	-
	Reserves - Sick and Annual Leave	\$	•	\$	-	\$	-	\$	-
TOTAL RE		\$	•	\$	-	\$	-	\$	
TOTAL BL	DGETARY EXPENDITURES and BALANCES	\$	50,689.00	\$	•	\$	50,689.00	\$	
ENDING F	UND BALANCE	\$	-	\$		\$		\$	

APPROVED: DeMINA DILLIN	DATE	12-21-2021
APPROVED: Chairman of the Bounds Clerk of Circuit Court	DATE_	12/21/21
FDACS Mosquito Control Program Des Approved as to form and legal sufficiency: Approved as to form and legal sufficiency: Assistant Co Approved Ap		



INTEROFFICE MEMORANDUM Palm Beach County Environmental Resources Management

DATE:

September 23, 2021

TO:

Verdenia C. Baker County Administrator

THROUGH:

Patrick Rutter

Assistant County Administrator

FROM:

Deborah Drum, Director

Environmental Resources Management

SUBJECT:

REQUEST FOR DELEGATION OF APPROVAL AUTHORITY: Detailed Work Plan Budget - Arthropod Control (Budget) and Operational Work Plan for Mosquito Control for the State Financial Assistance Recipient Agreement (Agreement) with the Florida Department of Agriculture and Consumer Services (FDACS) for the for fiscal year beginning October 1, 2021 and

ending September 20, 2022.

On June 15, 2021, agenda item 3L-1 (R2021-0819 and R2021-0820), the Board of County Commissioners approved the County Administrator, or designee, to sign the Agreement and Budget when received by FDACS, and all future time extensions, task assignments, certifications, and other forms associated with the Agreement, and any necessary minor amendments that do not substantially change the scope of work, terms, or conditions of the Agreement.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM), to sign the Agreement and Budget, and all future time extensions, task assignments, certifications, and other forms associated with this Agreement, and any necessary minor amendments that do not substantially change the scope of work, terms, or conditions of the Agreement. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

DATE: 10/6/2/

APPROVED

Verdenia C. Baker, County Administrator

DD:kf Attachment



ATTACHMENT 2

INTEROFFICE MEMORANDUM Palm Beach County
Environmental Resources Management 416 3 2016

DATE:

August 2, 2018

TO:

Verdenia C. Baker County Administrator

THROUGH:

Patrick Rutter
Assistant County Administrator

FROM:

Deborah Drum, Director

Environmental Resources Manage

CLARIFICATION OF THE INTENT OF PREVIOUS DELEGATION OF APPROVAL AUTHORITY MEMOS

The intent of previously delegated authority memos was to delegate the signatory authority to the current Director and Deputy Director of Environmental Resources

This memorandum clarifies that Deputy Director Michael Stahl and I have signatory authority to sign all future time extensions, task assignments, certifications, and other documents associated with previously approved and delegated Board items. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

APPROVED: MBaker, County Administrator DATE: 8/9/18

DD:kf