



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

LEGISLATIVE BUDGET REQUEST

October 15, 2018

Cynthia Kelly, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Cindy Kynoch, Staff Director
Senate Appropriations Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the Florida Department of Agriculture and Consumer Services (FDACS) is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2019-20 Fiscal Year.

This proposal reflects the department's commitment to foster continued growth and ensure the long-term sustainability of Florida's \$137 billion agriculture industry, as well as serve as a good steward of the state's natural resources, help ensure the safety and wholesomeness of food, and protect consumers from fraud and deceptive business practices.

Should you have any questions about my budget proposals, please don't hesitate to call me directly at (850) 617-7700.

Sincerely,

Adam H. Putnam
Commissioner of Agriculture

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2019-2020

Section 110.2035(7)(b), Florida Statutes, provides that each state agency shall include in its annual legislative budget request a proposed written plan for implementing temporary special duties—general pay additives during the next fiscal year. Pay additives are a valuable management tool which allows agencies to recognize and compensate employees for identified duties without providing a permanent pay increase. The Department of Agriculture and Consumer Services is requesting approval to implement temporary special duties—general as described below. The agency is not requesting any additional rate or appropriations for these additives.

Temporary Special Duties—General

Description: These temporary pay increases are used in a variety of circumstances such as:

- An employee performing additional duties of a higher level position when the other position is vacant for any reason other than absent coworker due to Family Medical Leave Act (FMLA) or military leave.
- An employee performing additional duties of a higher level position whose incumbent has been temporarily assigned other duties.
- An employee who meets the criteria for out of title work under the AFSCME collective bargaining agreement or acting ranks under the PBA contract.
- An employee continuing to perform additional duties of an absent coworker when the coworker has exhausted FMLA leave but has not yet returned to work.
- An employee performing additional duties of a coworker who is absent in accordance with s. 60L-34.0051, F.A.C., Family Supportive Work Program, of the Department of Management Services Personnel Rules, that does not meet the FMLA or military leave criteria.
- An employee performing additional duties of a significant nature and time regarding a special project or special assignment not normally assigned to the employee.

Justification:

As we are not able to always anticipate when a position will become vacant, there may be project deadlines or daily work activities (inspections, payroll processing, license issuance, etc.) that must be met and fulfilled. If it is not feasible for these duties to go undone while the recruitment and selection process is being performed, it will be necessary to assign these duties to another employee until the position is filled. We also may have special projects or special assignments of a temporary nature that may necessitate the use of additional staff to perform duties not normally assigned to their position.

Effective date of additive:

The additive will be in effect beginning the first day of the added duties or, when the temporary special duty is for an employee covered by the AFSCME contract or the PBA agreement, the additive must be effective no later than the 23rd day if the employee has been assigned duties of a higher level position for a period of more than 22 workdays within any six consecutive months.

Length of time additive will be used:

The additive will be in effect for the length of time the position is vacant or until such time as management decides that the additional duties can be removed from the employee receiving the additive, but in either case no longer than 90 days without agency review to decide if it should be sent to the Department of Management Services for an extension.

Additive Amount:

Up to 10% of the employee's base salary (or the option to go to the minimum of the higher level pay grade, if determined appropriate).

Classes/Positions affected:

Any Career Service classification could be affected by the provisions of this plan so it is not possible to predict exactly which temporary special duty additives will occur in FY 18/19. However, there were thirteen temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) that were provided during the FY 17/18.

Historical data:

The provision for a temporary special duty additive has been in effect for many years dating back in the statutes to at least the year 1997. The number of persons for this type of additive for the prior fiscal year is shown in the paragraph above.

Estimated annual cost:

The last fiscal year's annual cost for temporary special duty additives (not including those for absent coworker for military/FMLA leave purposes) was \$14,815.09.

Collective Bargaining Units impacted:

AFSCME-Article 21-Compensation For Temporary Special Duty In A Higher Position

- (A) Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day.

- (B) Employees being paid at a higher rate while temporarily acting in a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary special duty in the higher broadband level is ended.

PBA-Law Enforcement Unit-Article 21-Acting Ranks

Section 1-Eligibility

Each time an employee is officially designated by the appropriate supervisor to act in a higher broadband level than the employee's permanent broadband level, and actually performs said duties for a period of more than twenty-two (22) workdays, within any six (6) consecutive months, the employee shall be eligible for a promotional pay increase to the higher broadband level as provided in the Rules of the State Personnel System.

Section 2-Method of Compensation

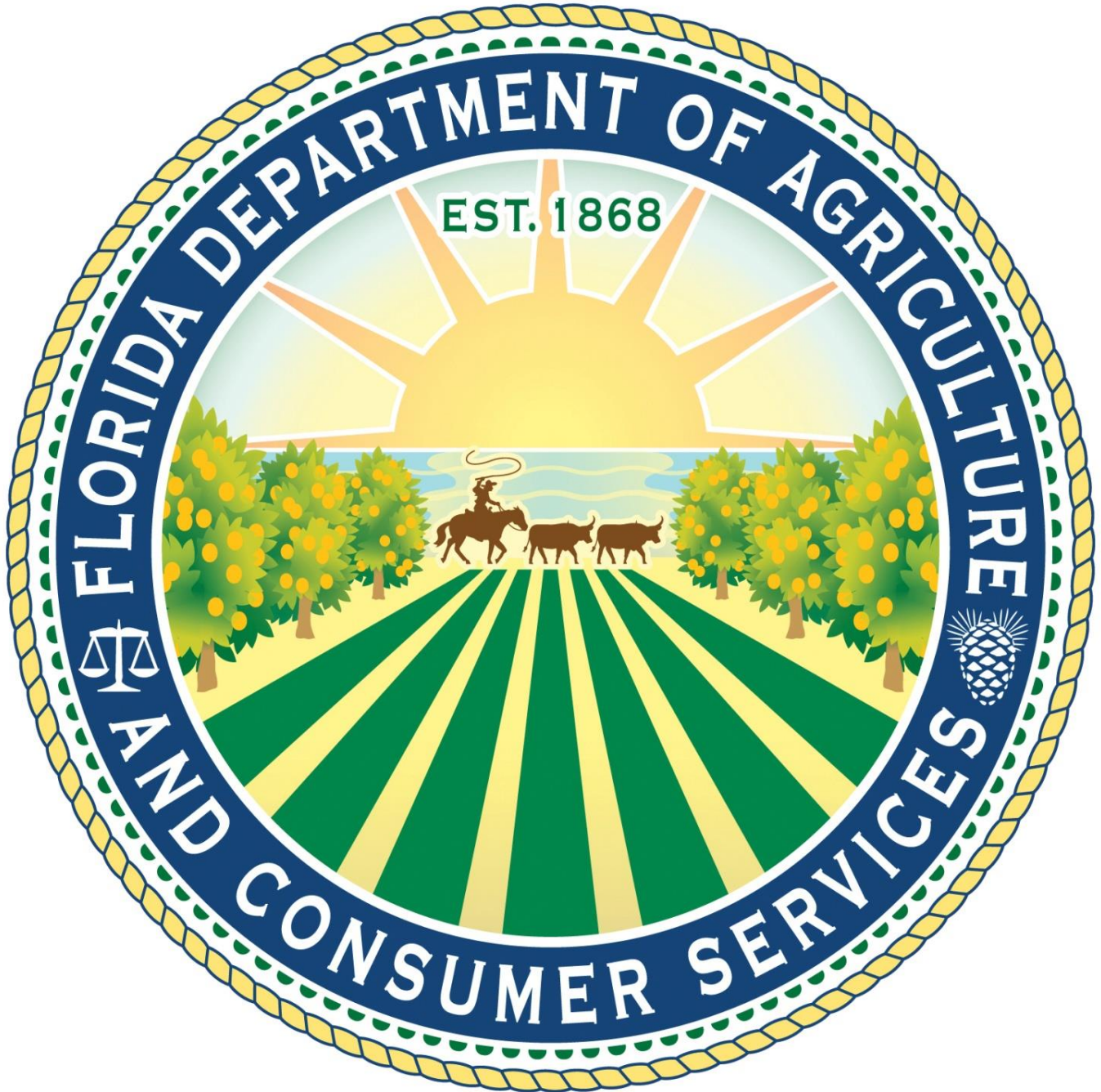
It is understood by the parties that, insofar as pay is concerned, employees temporarily filling a position in a higher broadband level shall be paid according to the same compensation method as permanent promotees under the Rules of the State Personnel System.

Section 3-Return to Regular Rate

Employees being paid at a higher rate while temporarily filling a position in a higher broadband level will be returned to their regular rate of pay when the period of temporary employment in the higher broadband level is ended.

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

DEPARTMENT LEVEL EXHIBITS AND SCHEDULES



**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Pompano Beach v. FDACS (a/k/a In re Citrus Canker Litigation, Cox and Bogorff)		
Court with Jurisdiction:	Broward County Circuit Court		
Case Number:	00-18394		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Broward County under theories of inverse condemnation and statutory liability, and lawsuit for writ of mandamus.		
Amount of the Claim:	See "Status of the Case."		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005); § 11.066 (2016).		
Status of the Case:	All judgments have been satisfied. Plaintiffs may have a right to an award of attorneys' fees from a prior appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Pompano Beach v. FDACS (a/k/a In re Citrus Canker Litigation, Cox and Brignoni) (transferred to Miami-Dade County Circuit Court)		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	Miami-Dade: 03-8255 (f/k/a Pompano Beach, 02-24436)		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Miami-Dade County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	Unliquidated, but likely more than \$100 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005); § 11.066 (2016).		
Status of the Case:	The trial court found no liability and judgment in favor of FDACS was entered. Plaintiffs have appealed to the Third District Court of Appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al., P.A. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Mendez v. FDACS		
Court with Jurisdiction:	Palm Beach County Circuit Court		
Case Number:	02-13717 AJ		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Palm Beach County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See "Status of the Case."		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005); § 11.066 (2016).		
Status of the Case:	All judgments have been satisfied.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Dellaselva v. FDACS (a/k/a Dolliver)		
Court with Jurisdiction:	Lee County Circuit Court		
Case Number:	03-1947		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Lee County under theories of inverse condemnation and statutory liability, and lawsuit for writ of mandamus.		
Amount of the Claim:	See "Status of the Case."		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005); § 11.066 (2016).		
Status of the Case:	A judgment against FDACS for compensation was entered in the amount of \$13,625,249, and judgments for attorneys' fees and costs against FDACS were awarded in the amount of \$821,993 and \$70,893. Interest at the statutory rate is running on the judgments. The trial court entered a peremptory writ of mandamus and declared Fla. Stat. §§ 11.066(3) and (4) unconstitutional. These orders are on appeal to the Second District Court of Appeal.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota et al. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

Schedule VII: Agency Litigation Inventory

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Ayers v. FDACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	05 CA 4120 #37		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees in Orange County under theories of inverse condemnation and statutory liability.		
Amount of the Claim:	See "Status of the Case."		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005).		
Status of the Case:	A judgment against FDACS for compensation was entered in the amount of \$31,534,721, and a judgment against FDACS for attorneys' fees and costs was awarded in the amount of \$614,111. Interest at the statutory rate is running on the judgments.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Grossman Roth, P.A. Weiss, Serota, Helfman, Pastoriza & Guedes, P.A. Lytal Reiter, P.A. Bruce S. Rogow, P.A.		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Patchen v. FDACS		
Court with Jurisdiction:	Miami-Dade County Circuit Court		
Case Number:	00-29271		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed citrus trees belonging to Brian and Barbara Patchen under theory of inverse condemnation.		
Amount of the Claim:	Unliquidated, but estimated at thousands of dollars, plus interest, costs, and attorneys' fees		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1845 (2005).		
Status of the Case:	Summary judgment against the Patchens was reversed by the Florida Supreme Court. Further proceedings will be held in the circuit court to determine liability and compensation due plaintiffs, if any. No trial is currently scheduled. This case is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Dooley Groves v. FDACS		
Court with Jurisdiction:	Hillsborough County Circuit Court		
Case Number:	09-12839		
Summary of the Complaint:	Lawsuit for compensation for removal of canker-exposed commercial citrus trees.		
Amount of the Claim:	Approximately \$1 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	Plaintiffs' motion for summary judgment of liability was granted. A compensation trial has not been scheduled. This is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Gary Mahon v. FDACS		
Court with Jurisdiction:	Orange County Circuit Court		
Case Number:	08-CA-30736		
Summary of the Complaint:	Lawsuit for compensation for alleged destruction of nursery citrus.		
Amount of the Claim:	Approximately \$3.4 million, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1843.		
Status of the Case:	In the trial on liability, the court found FDACS to be liable for the destruction of some citrus, and not to be liable for the destruction of some citrus. A jury trial to determine the amount of compensation will be scheduled. This case is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

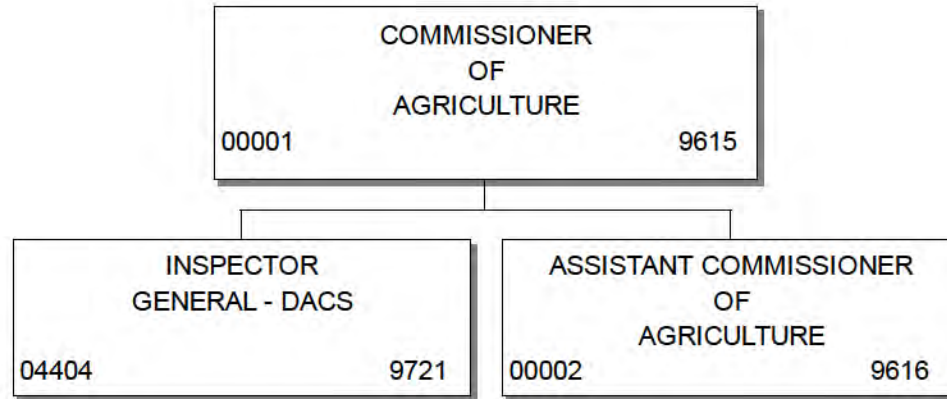
Schedule VII: Agency Litigation Inventory

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Agency:	Florida Department of Agriculture and Consumer Services		
Contact Person:	Wesley R. Parsons	Phone Number:	305-347-3123
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	John & Shelby Mahon v. FDACS		
Court with Jurisdiction:	Lake County Circuit Court		
Case Number:	11 CA 3036A		
Summary of the Complaint:	Lawsuit for compensation for alleged destruction of nursery citrus.		
Amount of the Claim:	Less than a million dollars, plus interest, costs, and attorneys' fees.		
Specific Statutes or Laws (including GAA) Challenged:	Fla. Stat. § 581.1843.		
Status of the Case:	A liability trial is scheduled for November 2018. This case is not a class action.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input checked="" type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

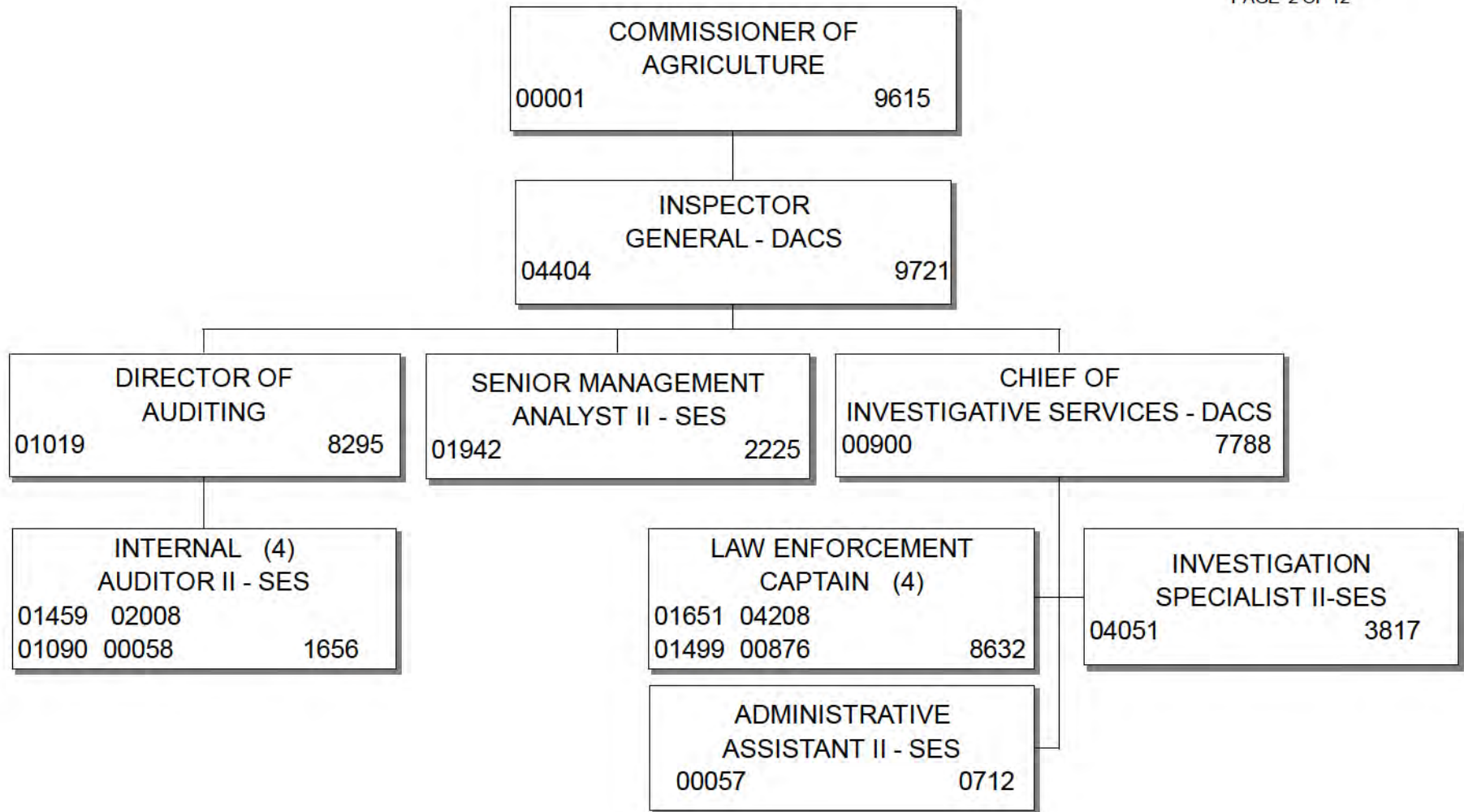
COMMISSIONER'S OFFICE
PAGE 1 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 4/11/2014

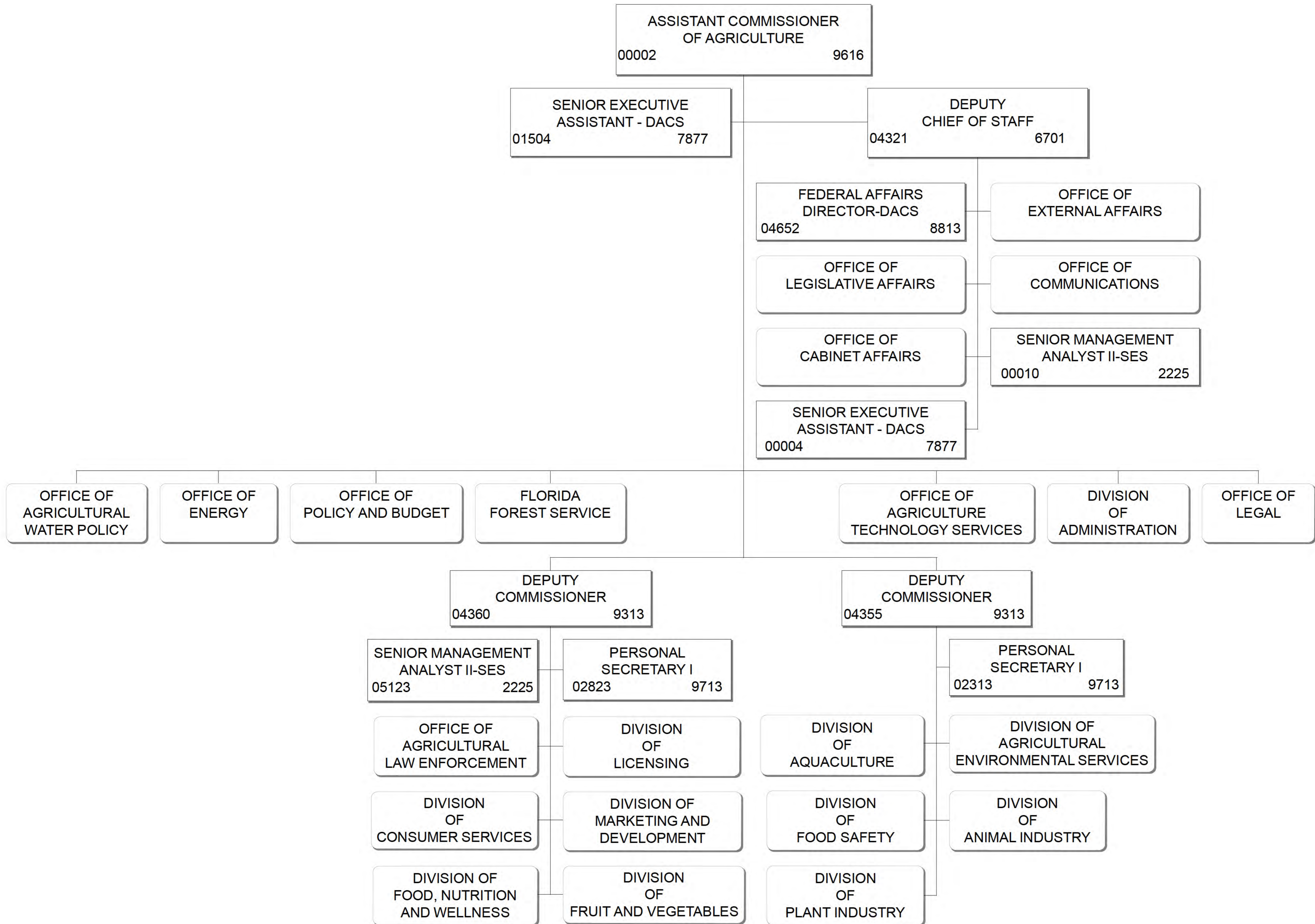
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AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

OFFICE OF INSPECTOR
GENERAL
PAGE 2 OF 12



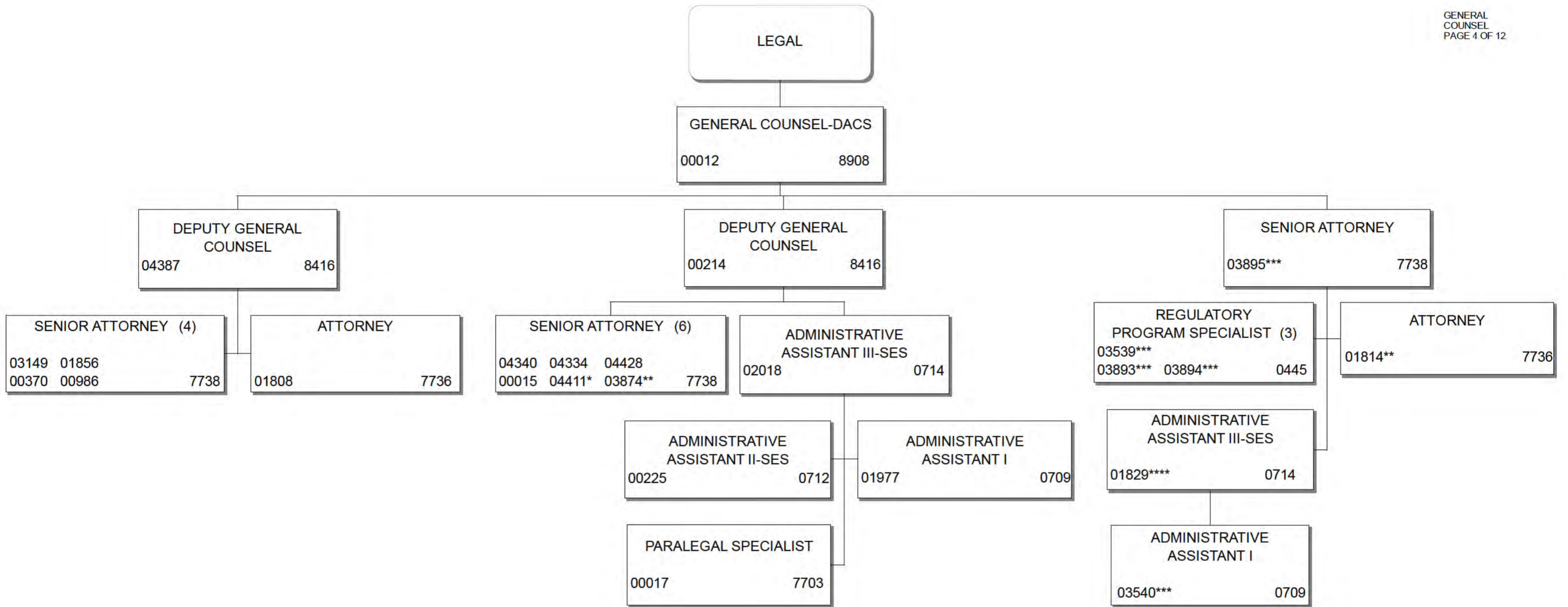
ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2017

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



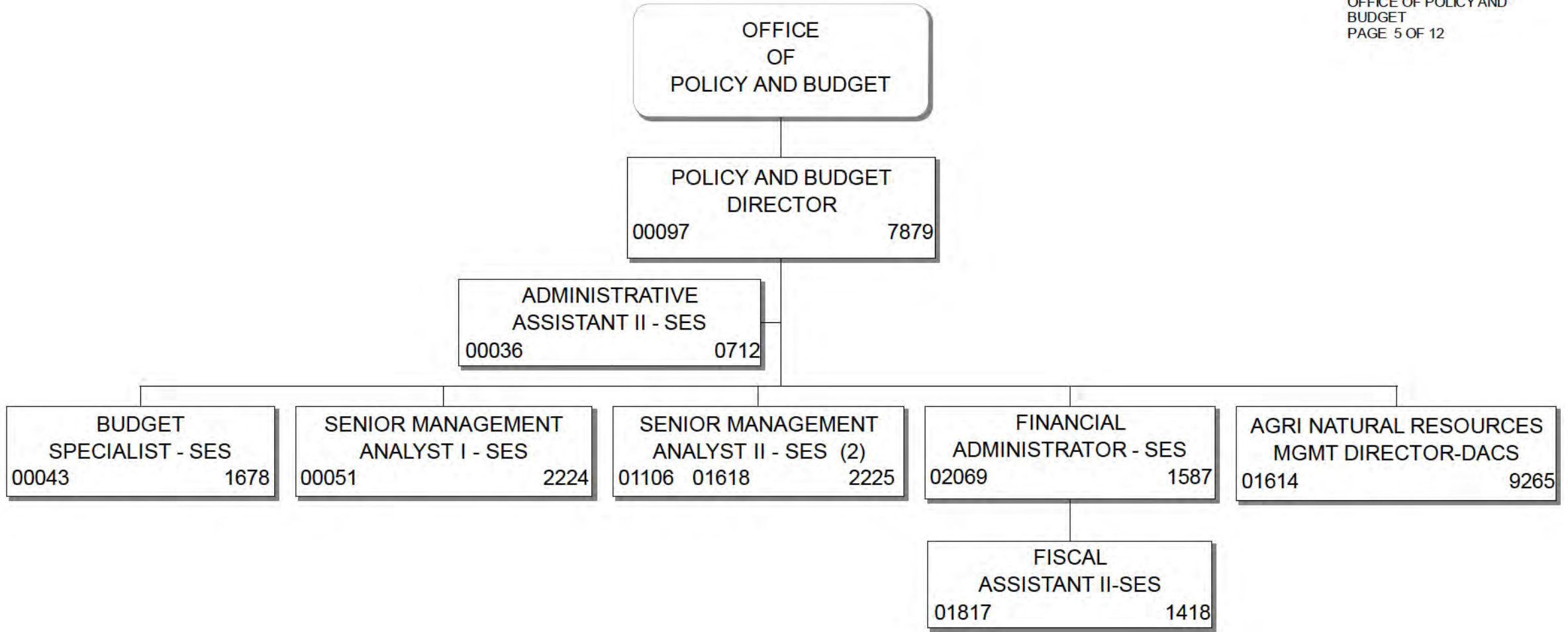
DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE

GENERAL
COUNSEL
PAGE 4 OF 12



**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

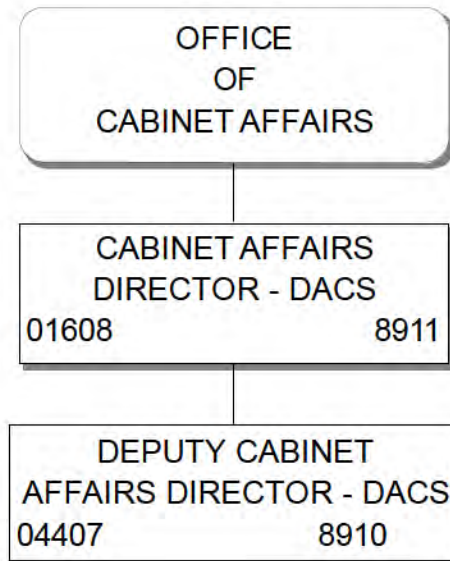
OFFICE OF POLICY AND
BUDGET
PAGE 5 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGMENT
DATE APPROVED: 7/31/2015

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

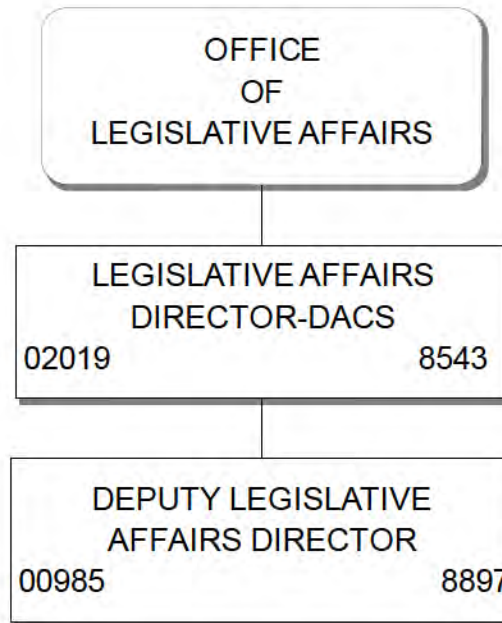
CABINET AFFAIRS
PAGE 6 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/1/2015

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

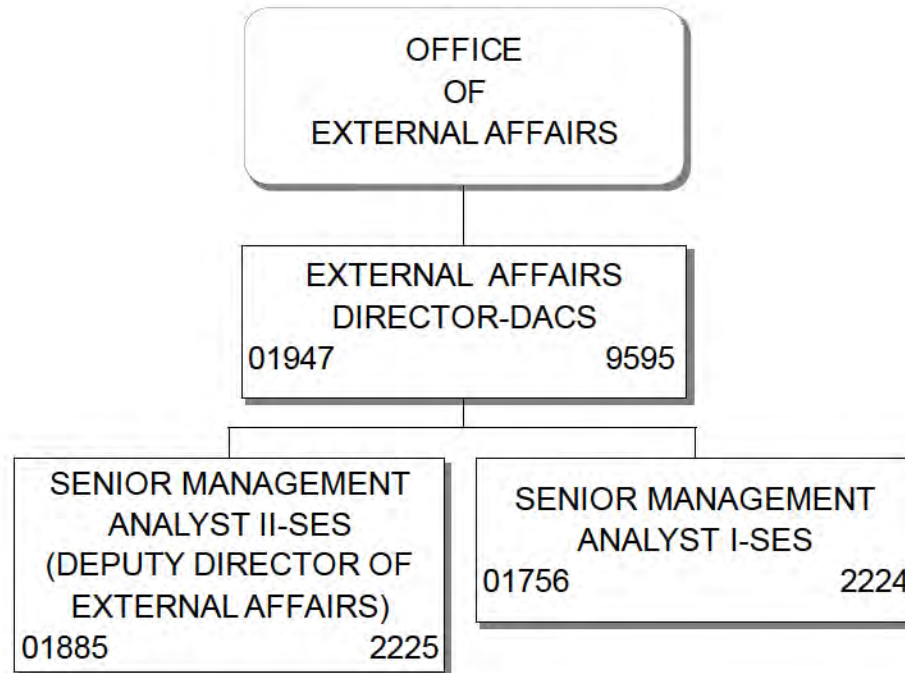
LEGISLATIVE
AFFAIRS
PAGE 7 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 1/4/2011

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

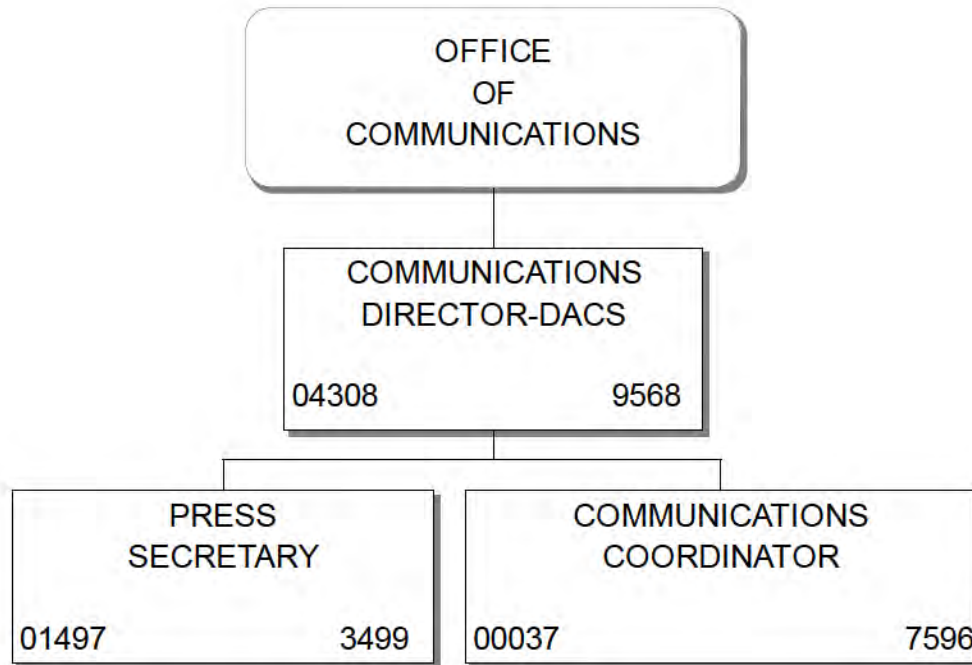
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PAGE 8 OF 12



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 7/28/2017

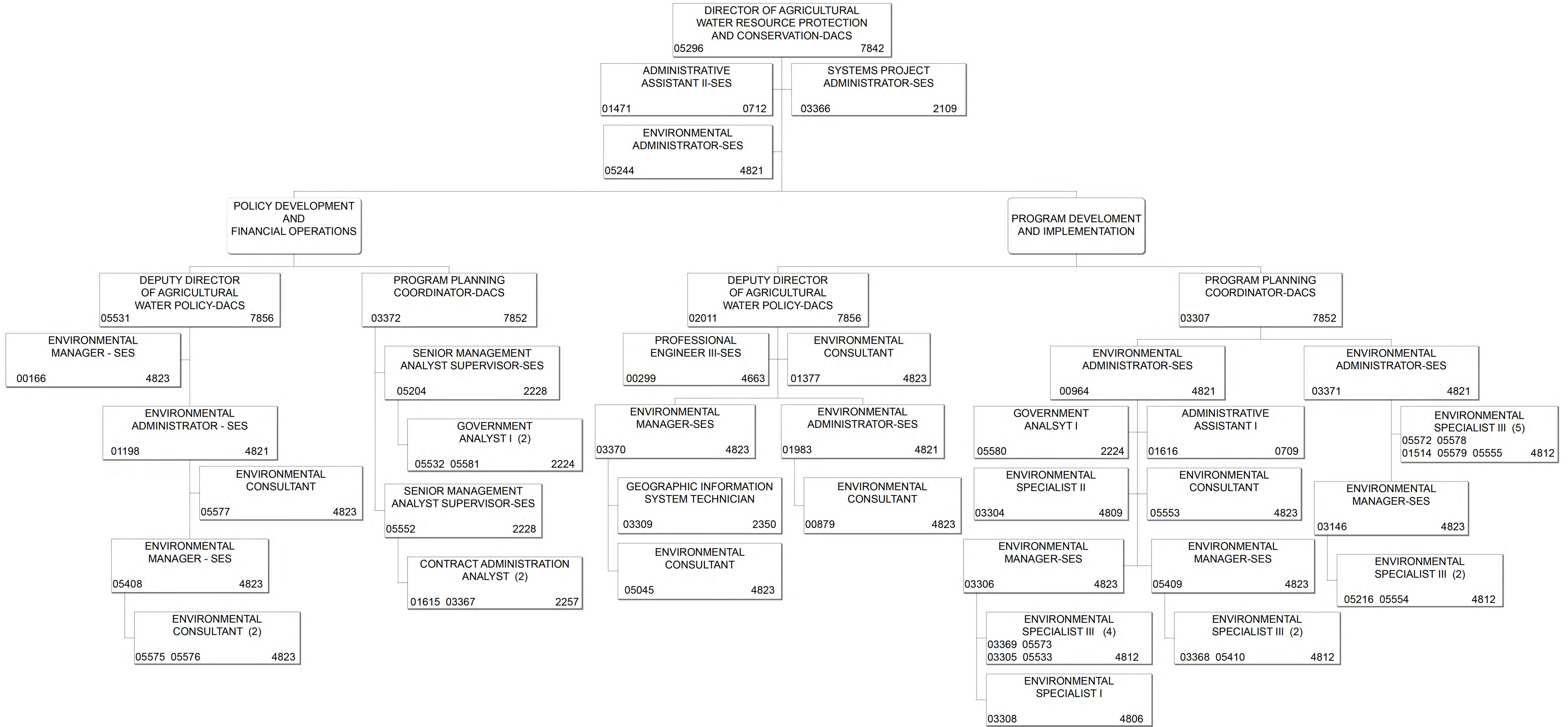
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**

COMMUNICATIONS
PAGE 9 OF 12

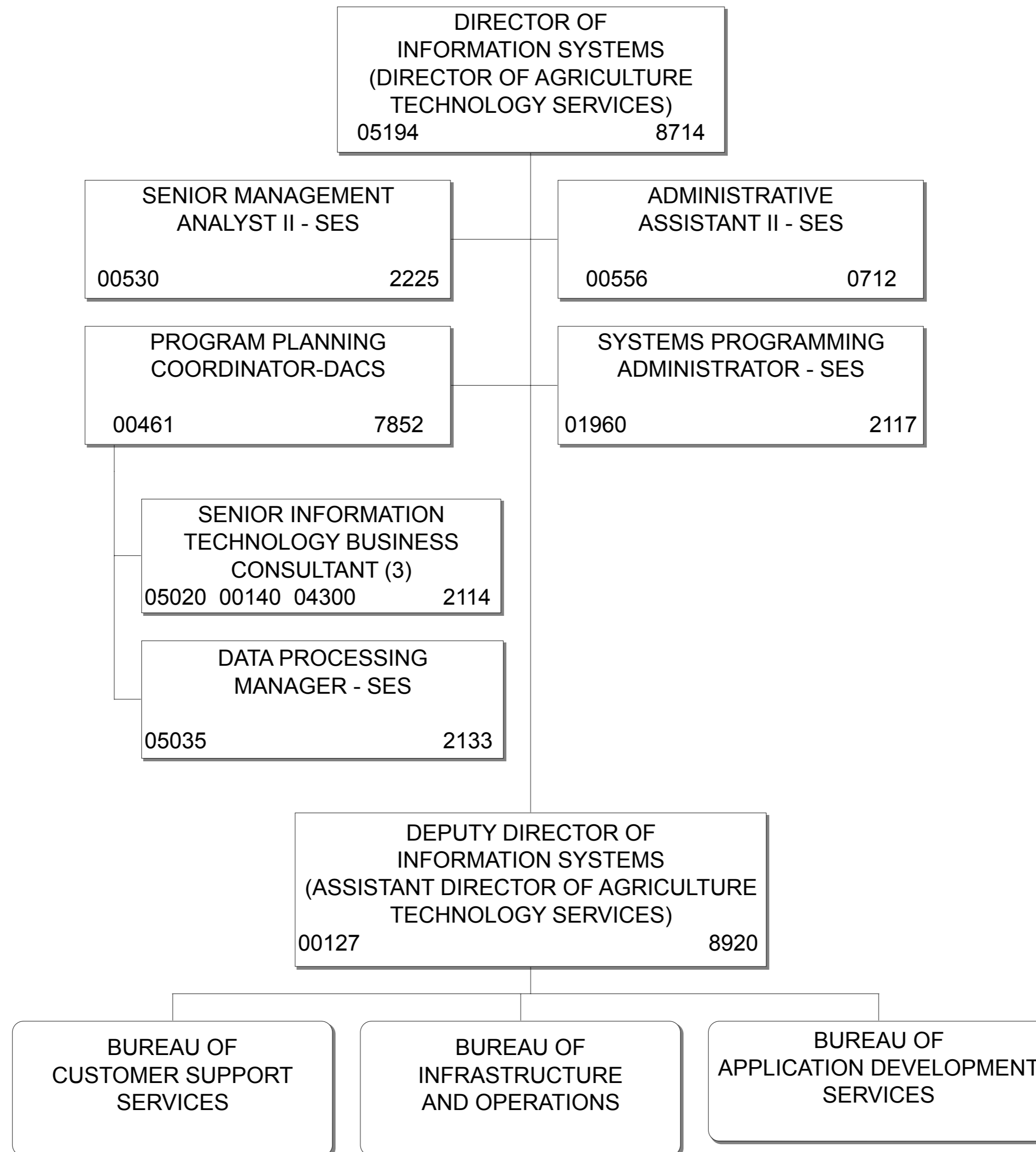


ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 12/15/2017

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
COMMISSIONER'S OFFICE**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

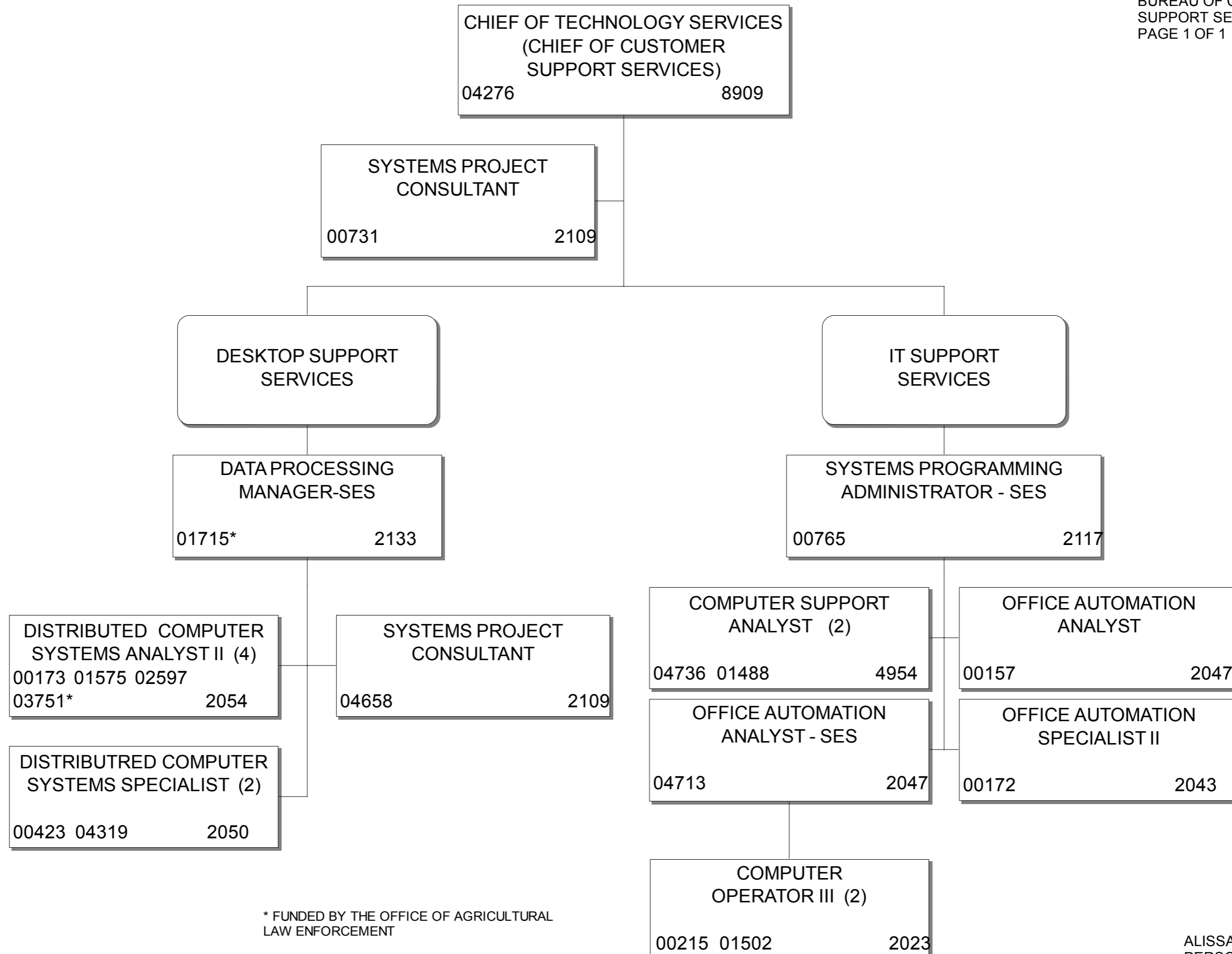


DIRECTOR'S OFFICE
PAGE 1 OF 1

ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 8/25/2017

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

BUREAU OF CUSTOMER
SUPPORT SERVICES
PAGE 1 OF 1

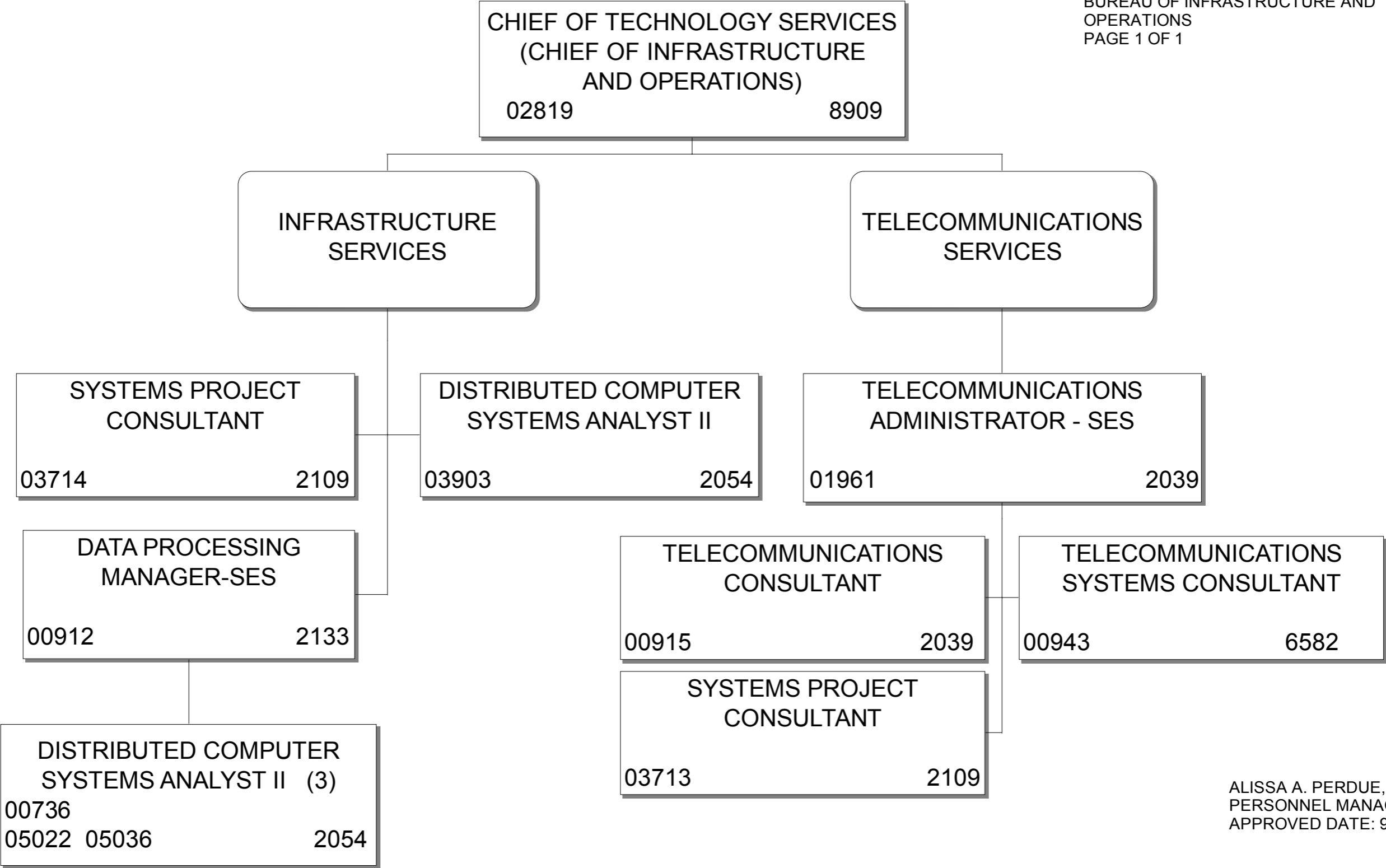


* FUNDED BY THE OFFICE OF AGRICULTURAL
LAW ENFORCEMENT

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2018

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

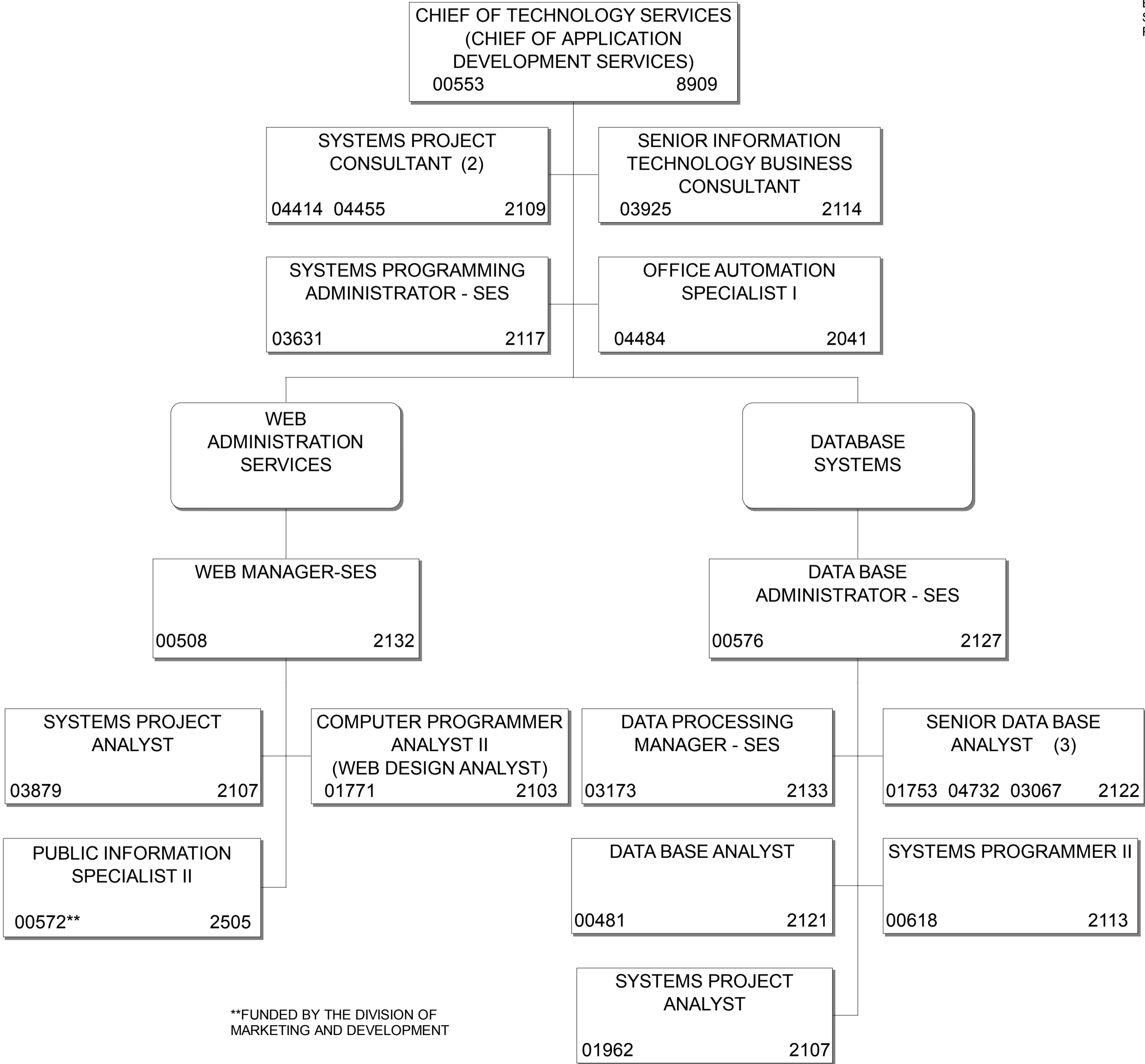
BUREAU OF INFRASTRUCTURE AND
OPERATIONS
PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 9/29/2017

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
OFFICE OF AGRICULTURE TECHNOLOGY SERVICES**

BUREAU OF APPLICATION DEVELOPMENT
SERVICES
PAGE 1 OF 1

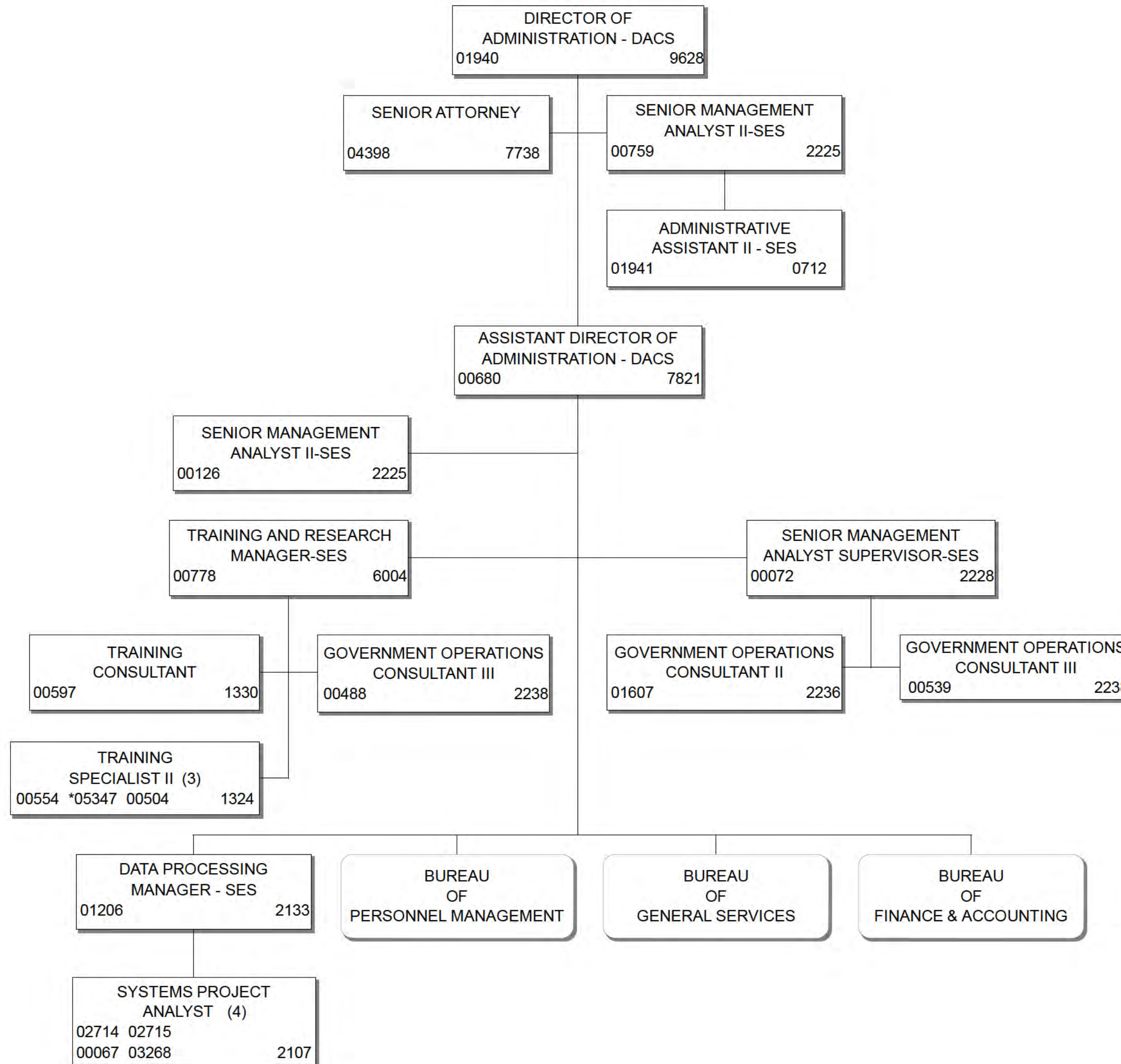


**FUNDED BY THE DIVISION OF MARKETING AND DEVELOPMENT

ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2018

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ADMINISTRATION**

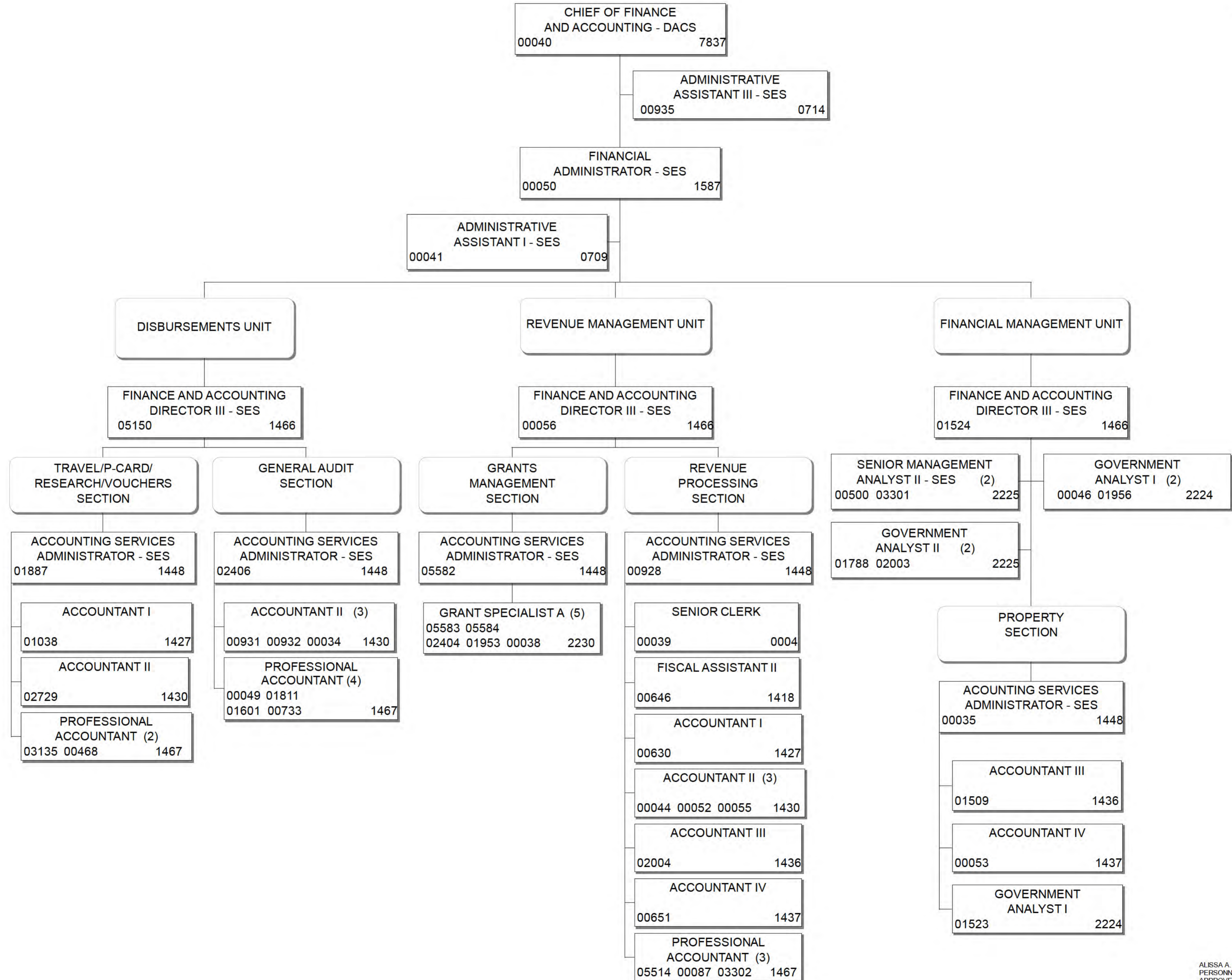
DIRECTOR'S OFFICE
PAGE 1 OF 1



*Funded from AES

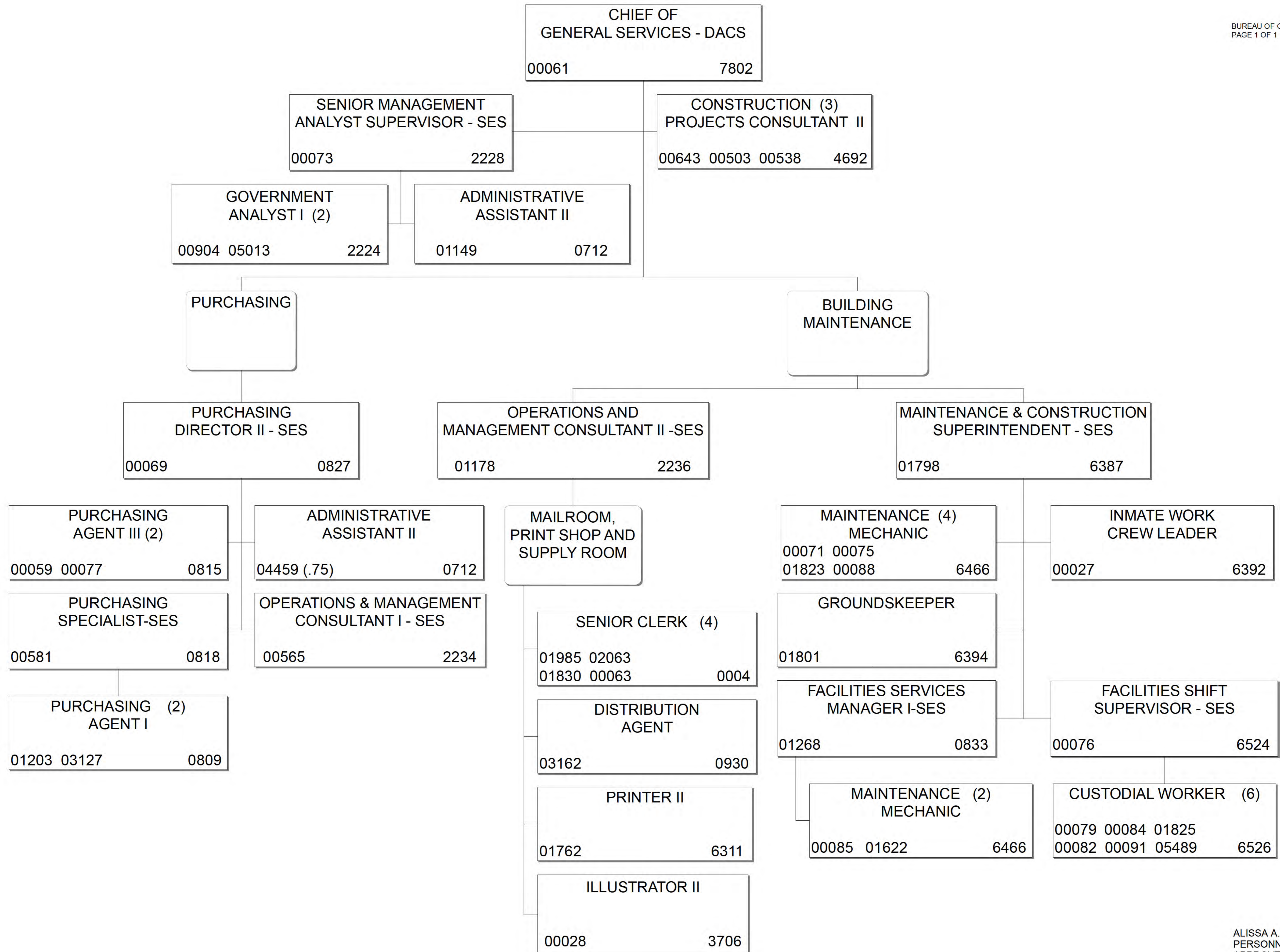
ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/18/2018

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ADMINISTRATION**



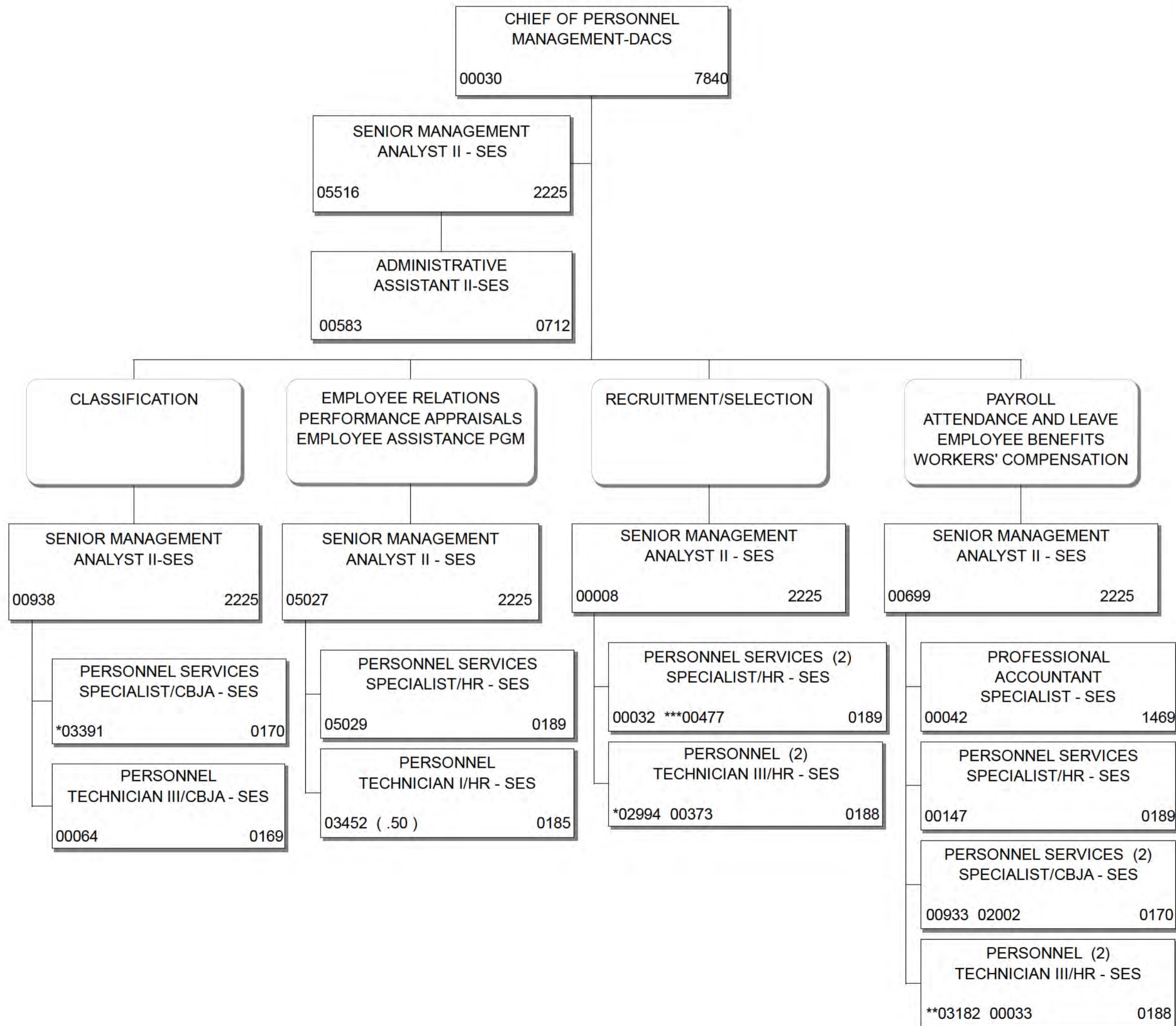
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DIVISION OF ADMINISTRATION**

BUREAU OF GENERAL SERVICES
PAGE 1 OF 1



**DEPARTMENT OF AGRICULTURE
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DIVISION OF ADMINISTRATION**

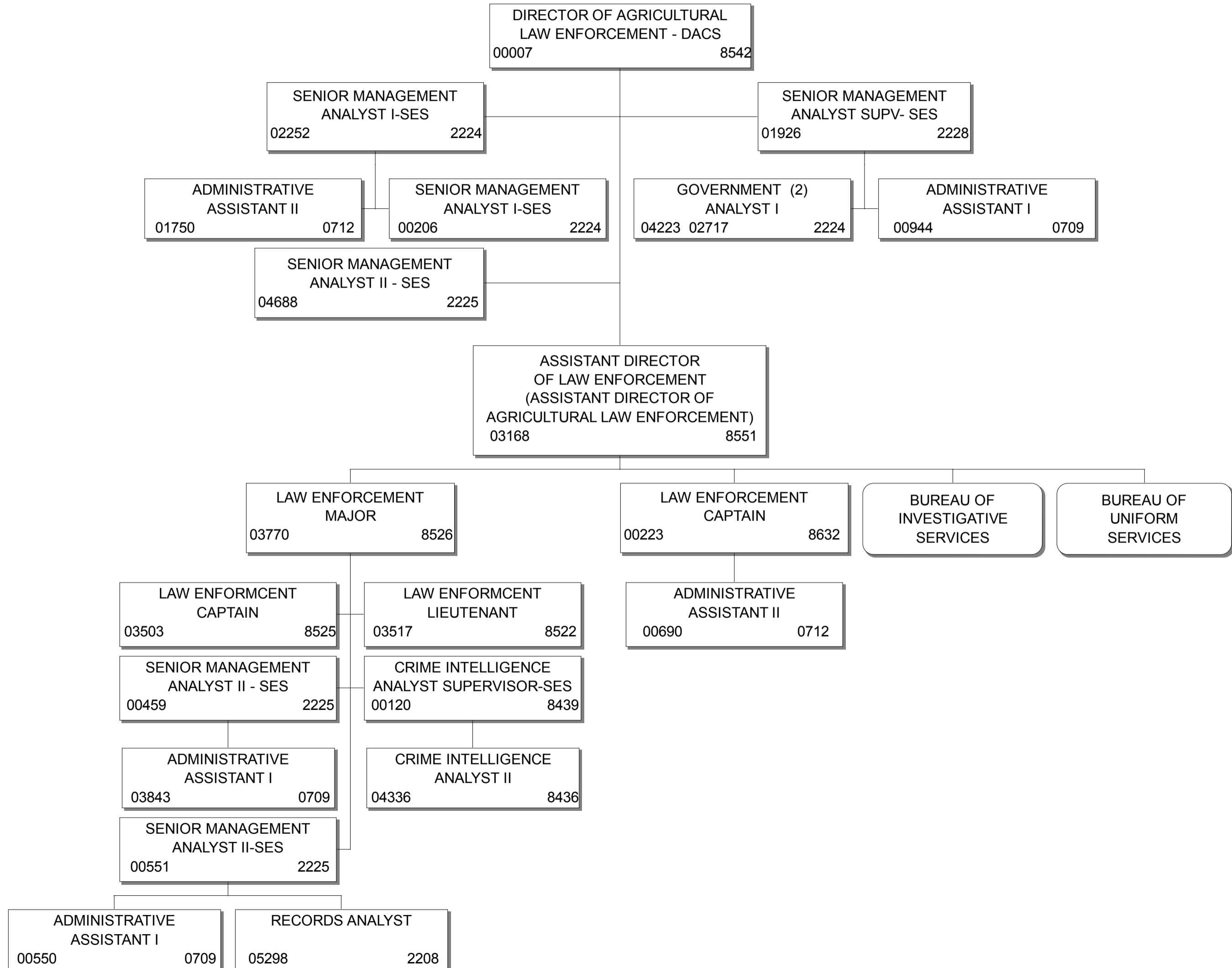
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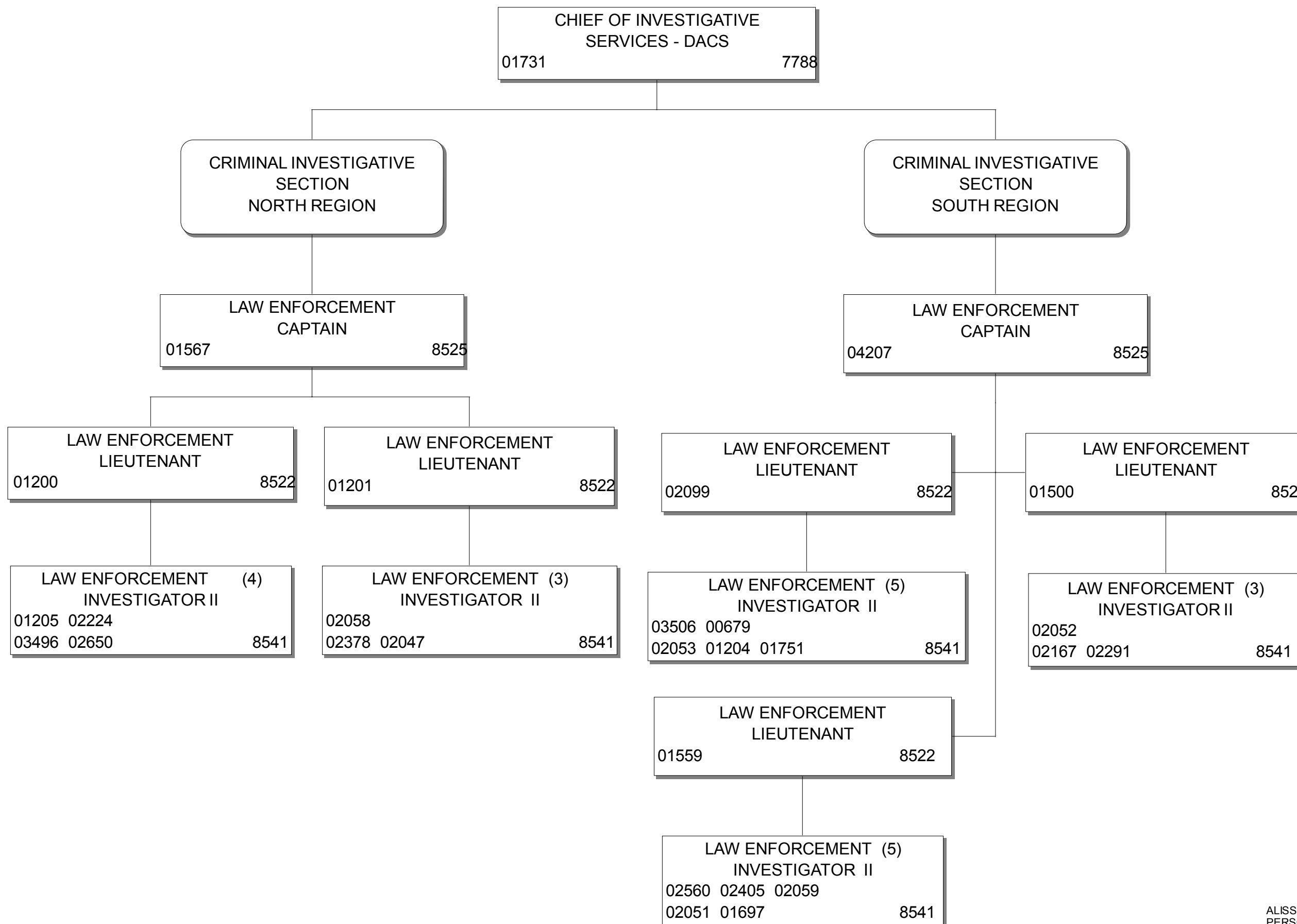
*Funded from Florida Forest Service
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DIVISION FTE: 282
DIRECTOR'S OFFICE
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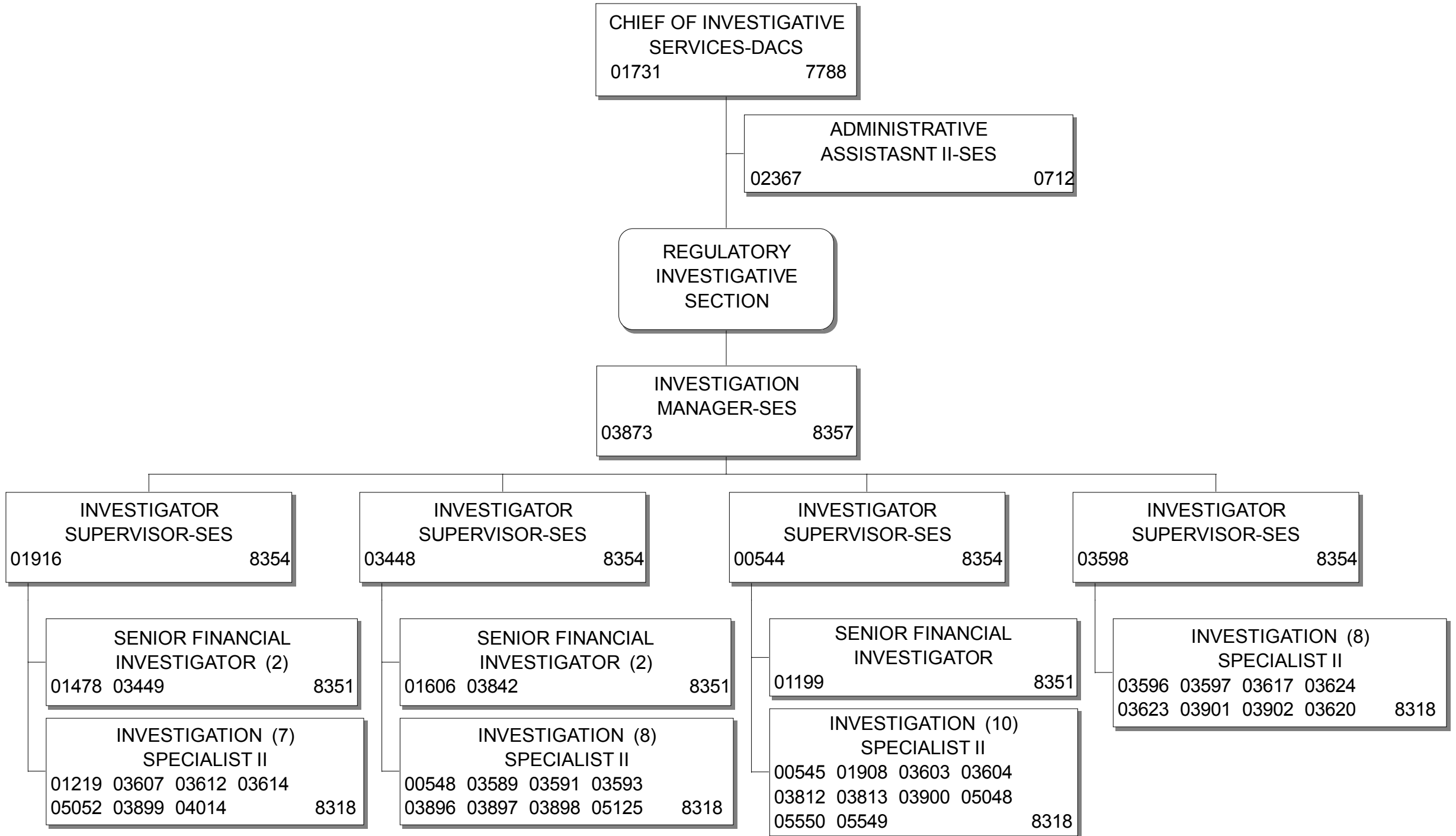


**DEPARTMENT OF AGRICULTURE
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OFFICE OF AGRICULTURAL
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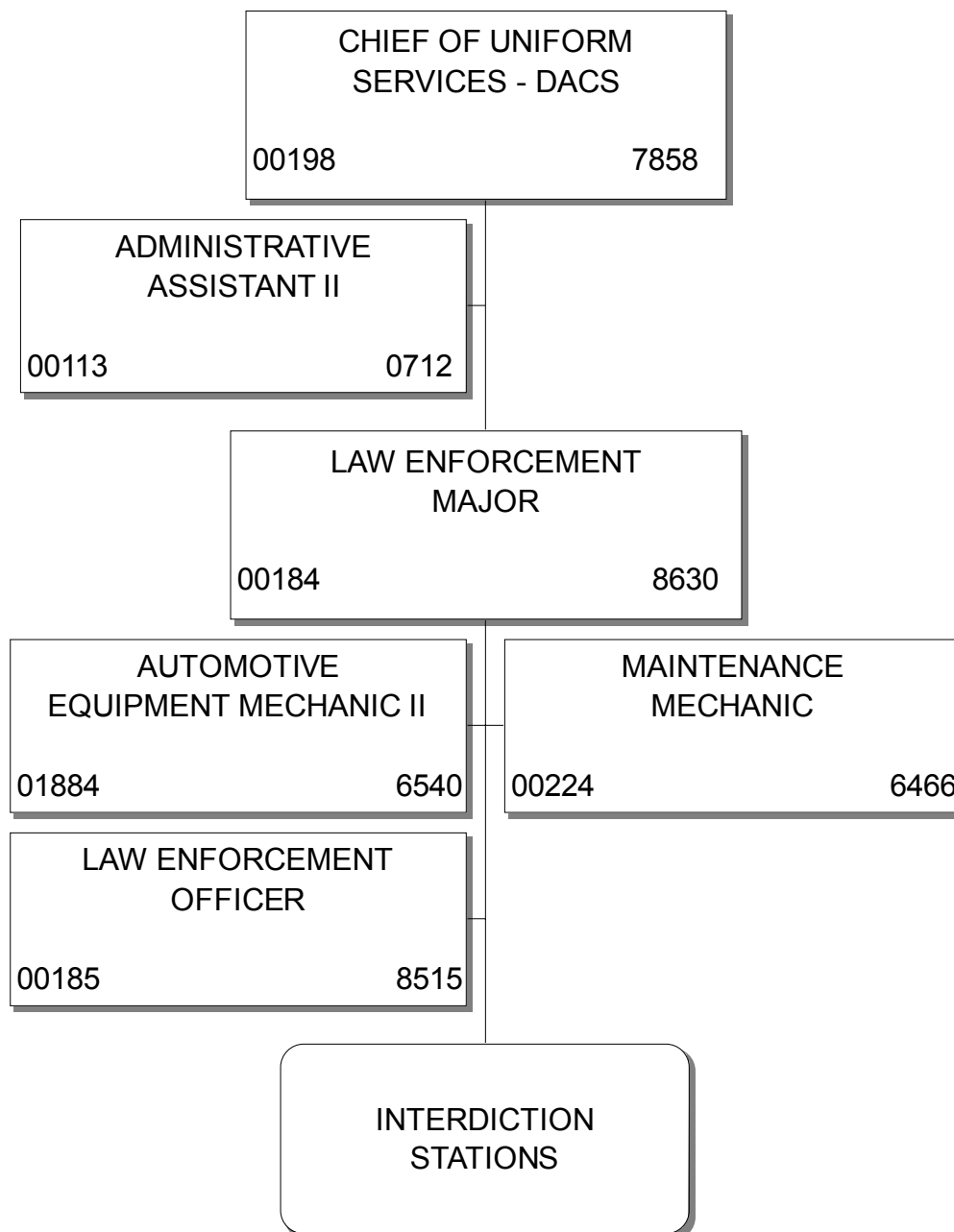
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BUREAU OF INVESTIGATIVE SERVICES
PAGE 2 OF 2



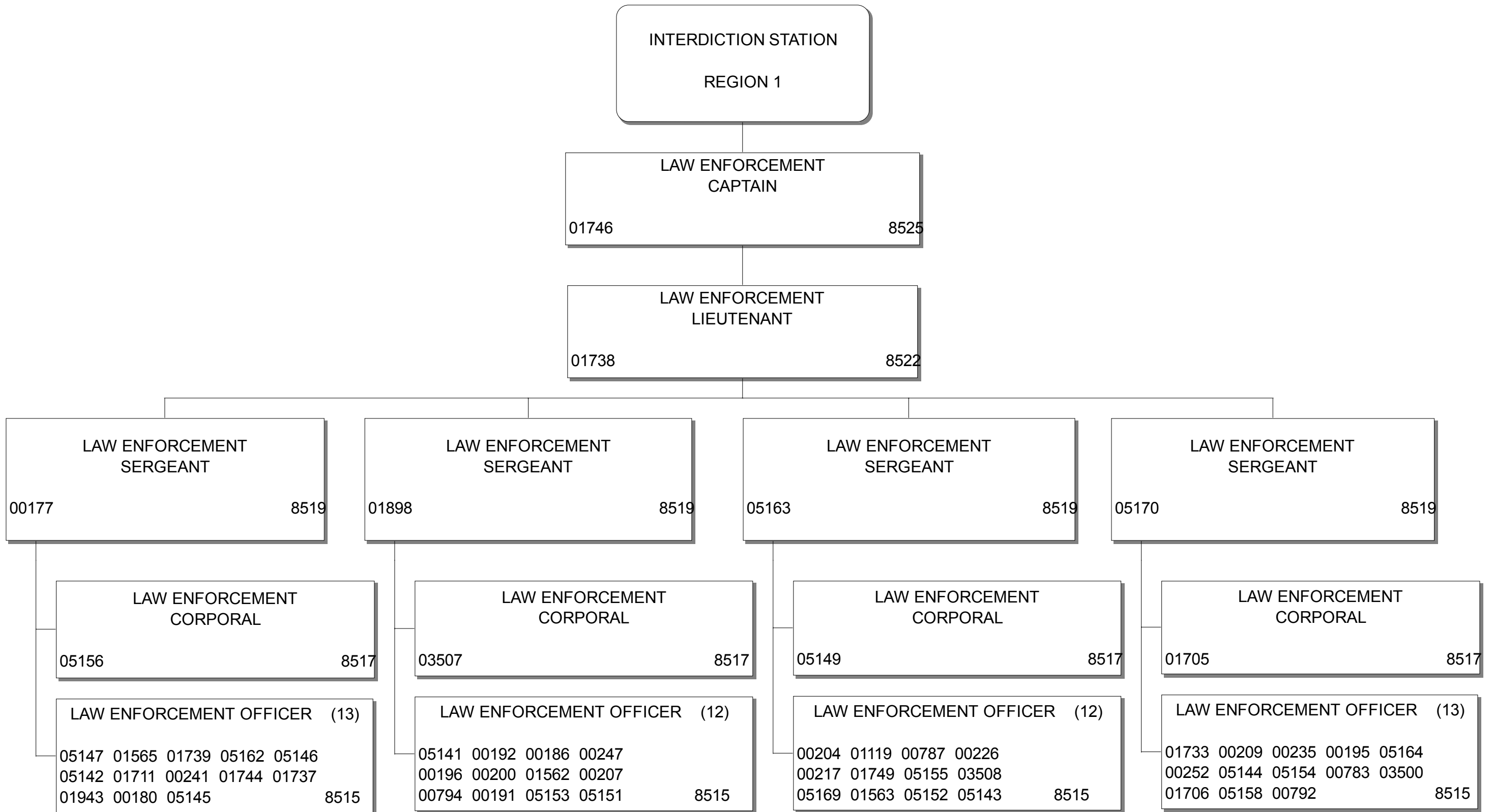
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OFFICE OF AGRICULTURAL
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BUREAU OF UNIFORM SERVICES
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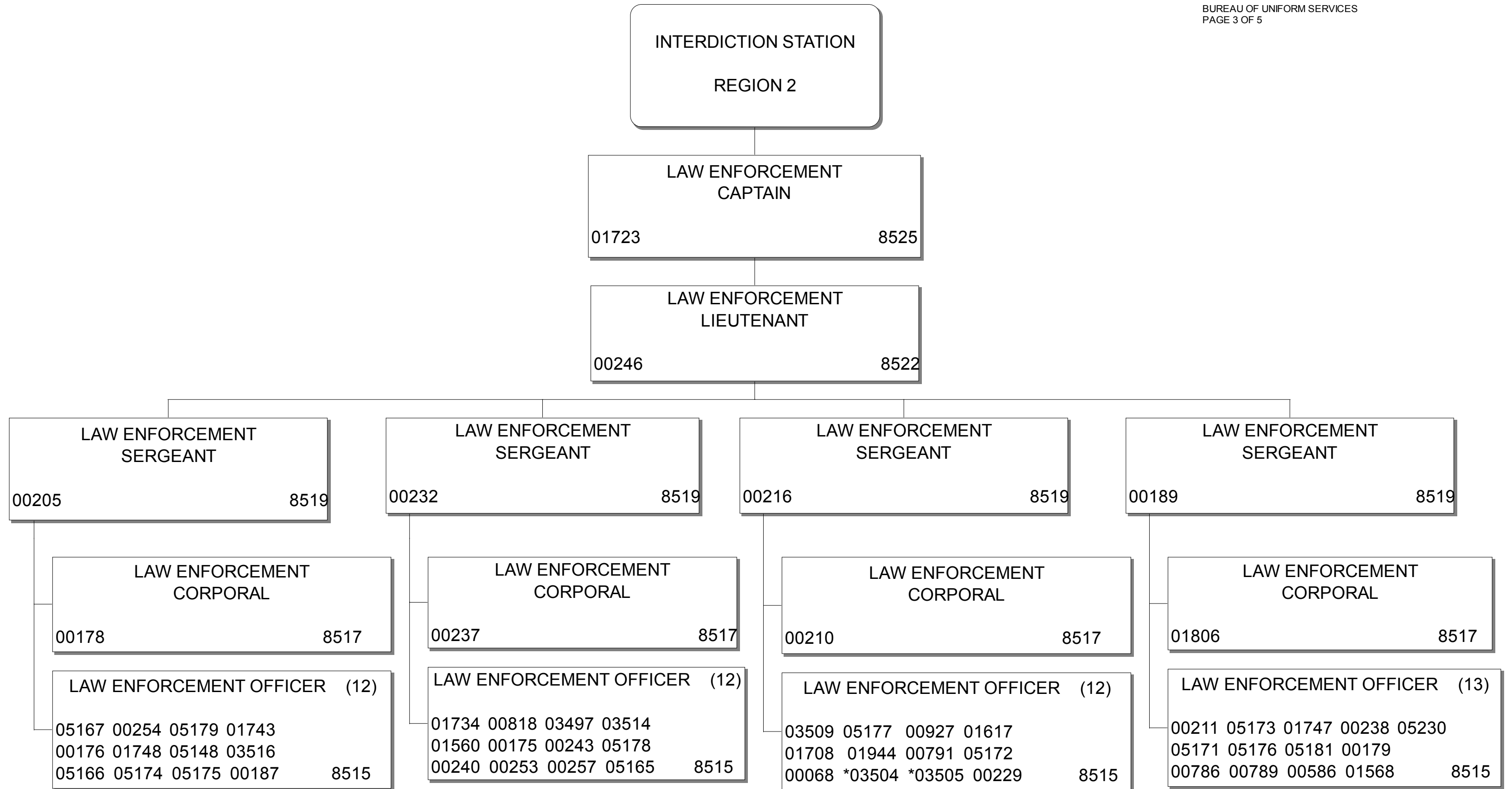
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LAW ENFORCEMENT**

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BUREAU OF UNIFORM SERVICES
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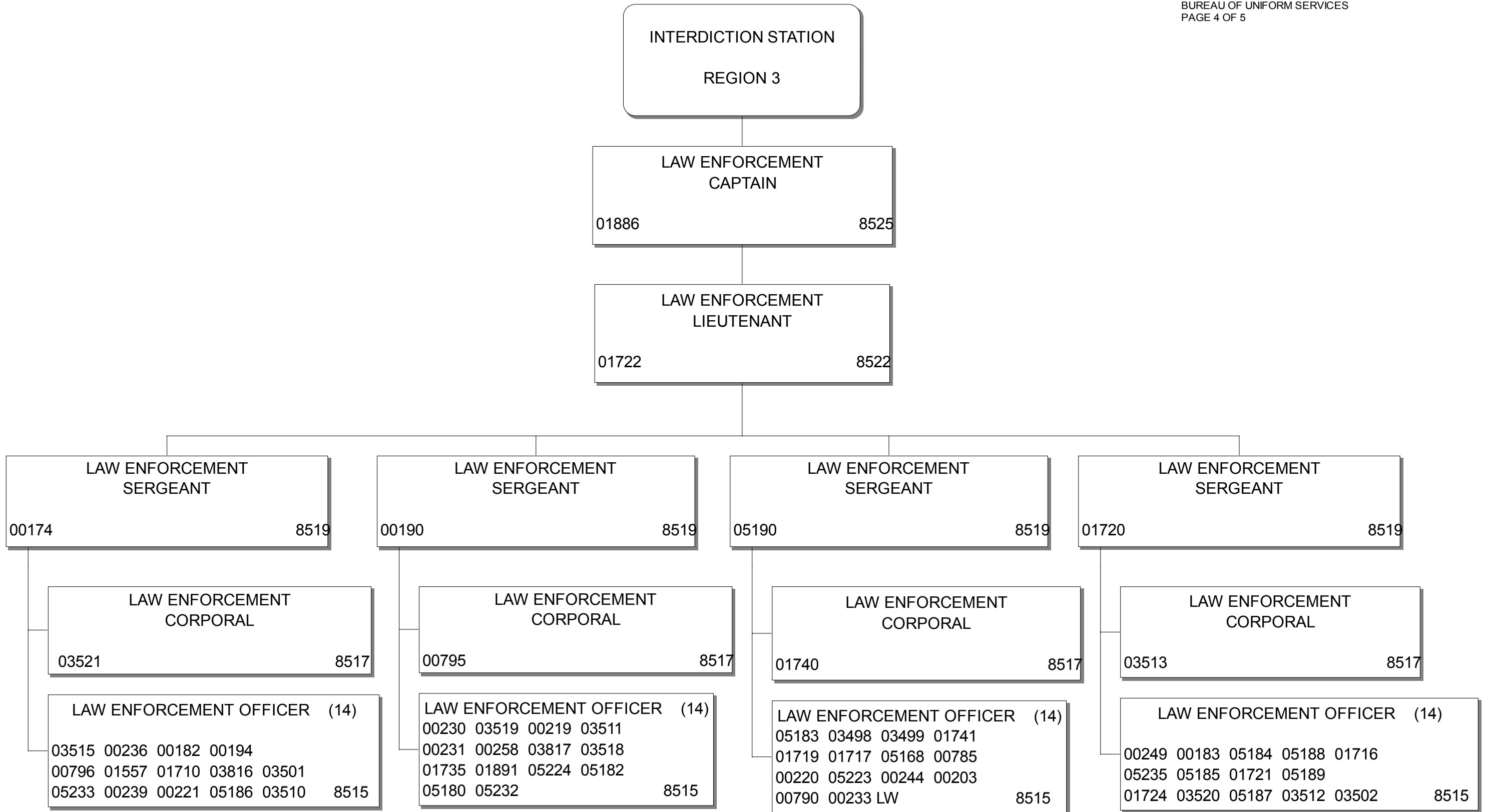


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ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 1/30/2018

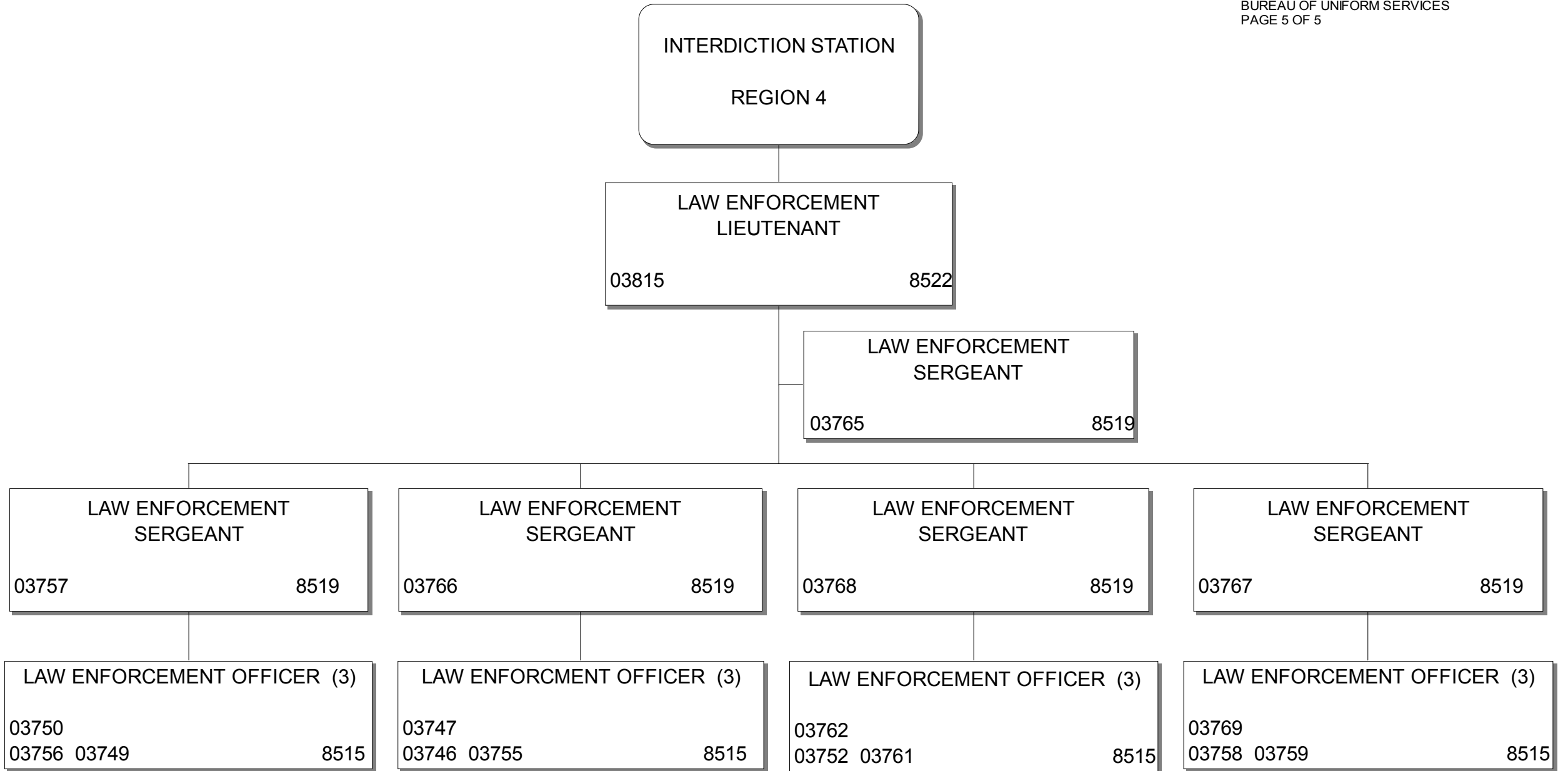
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OFFICE OF AGRICULTURAL
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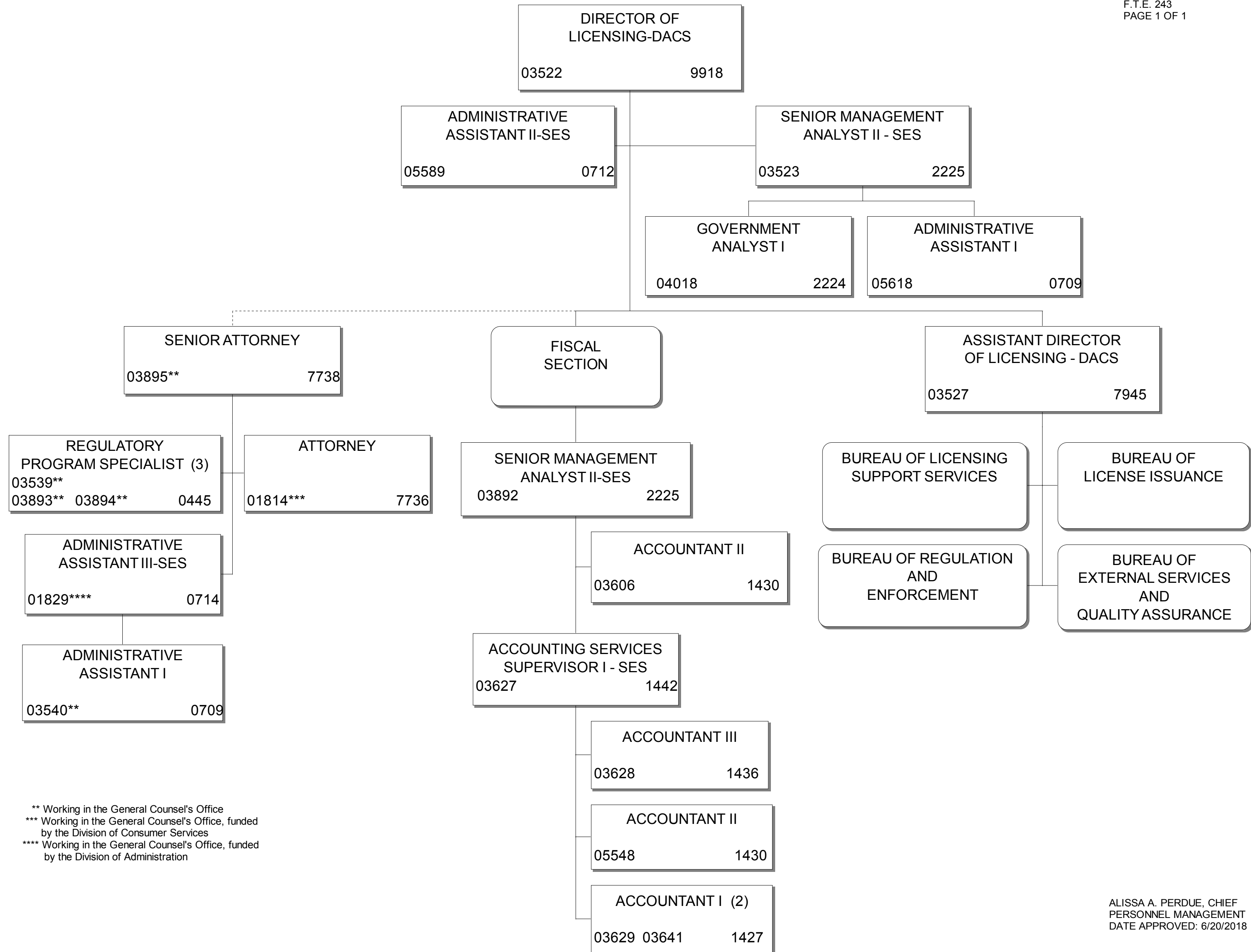
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 5/4/2018

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DIVISION OF LICENSING**

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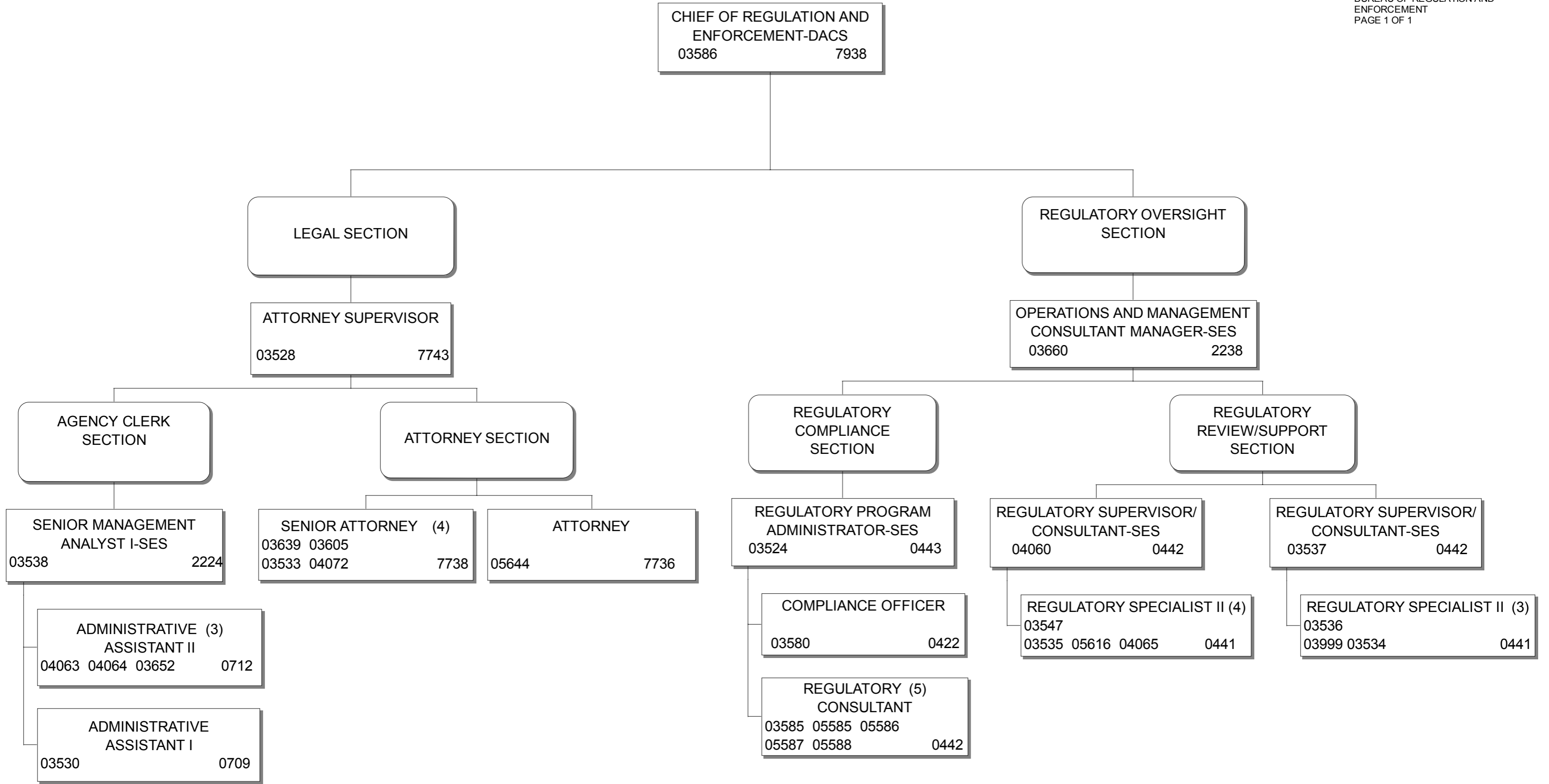


** Working in the General Counsel's Office
 *** Working in the General Counsel's Office, funded by the Division of Consumer Services
 **** Working in the General Counsel's Office, funded by the Division of Administration

ALISSA A. PERDUE, CHIEF PERSONNEL MANAGEMENT
DATE APPROVED: 6/20/2018

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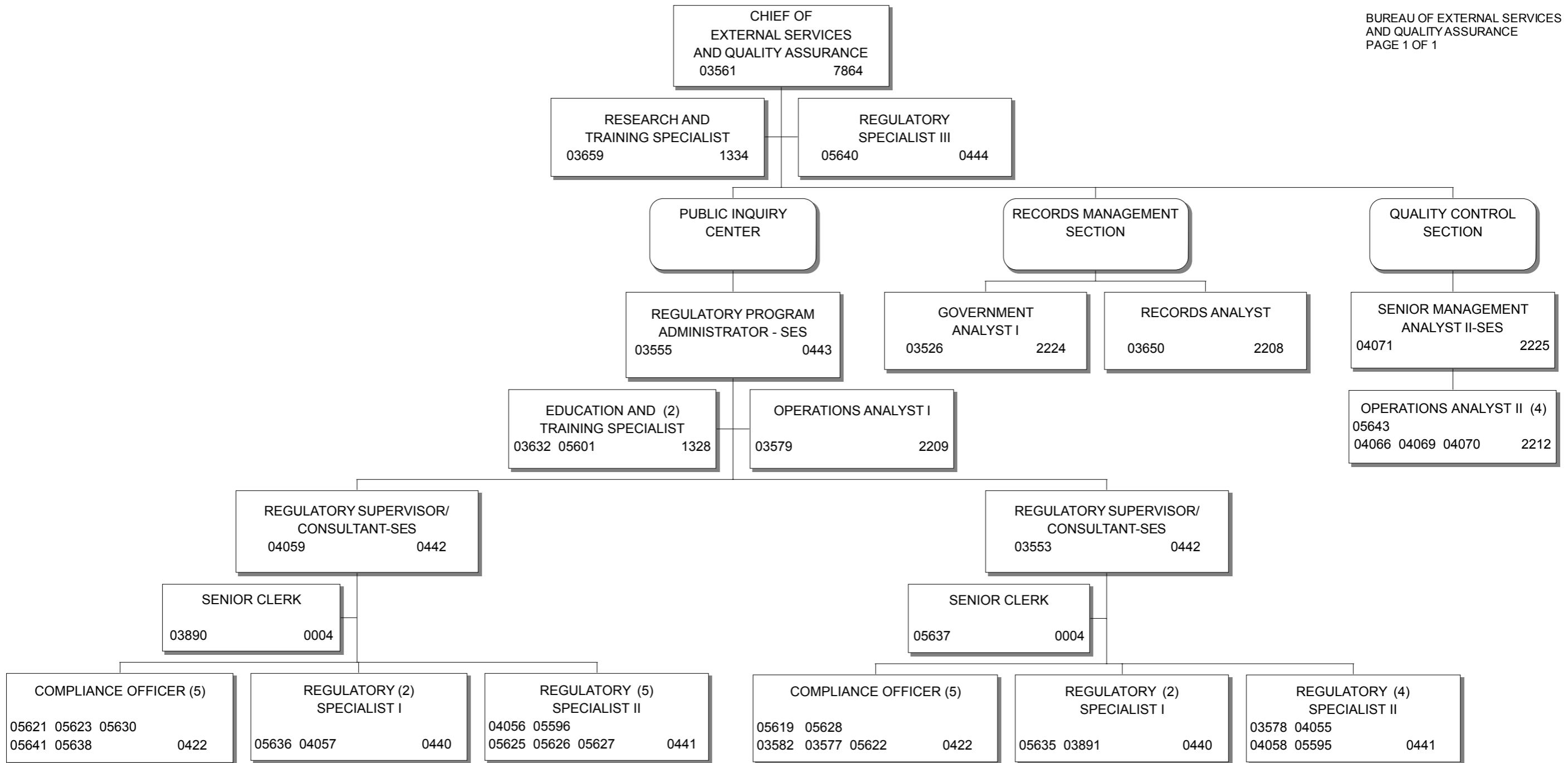
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PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF
OF PERSONNEL MANAGEMENT
DATE APPROVED: 5/4/2018

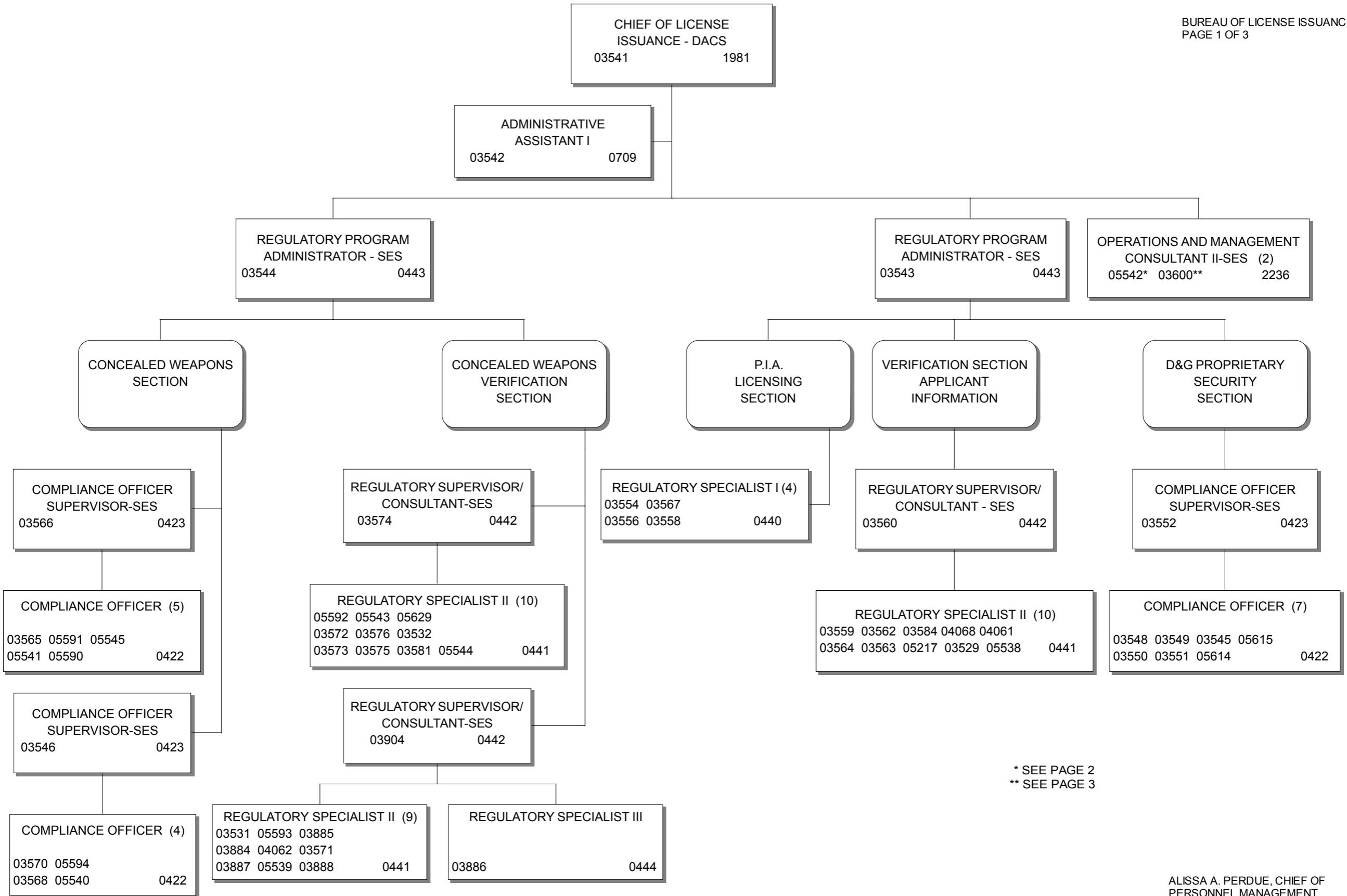
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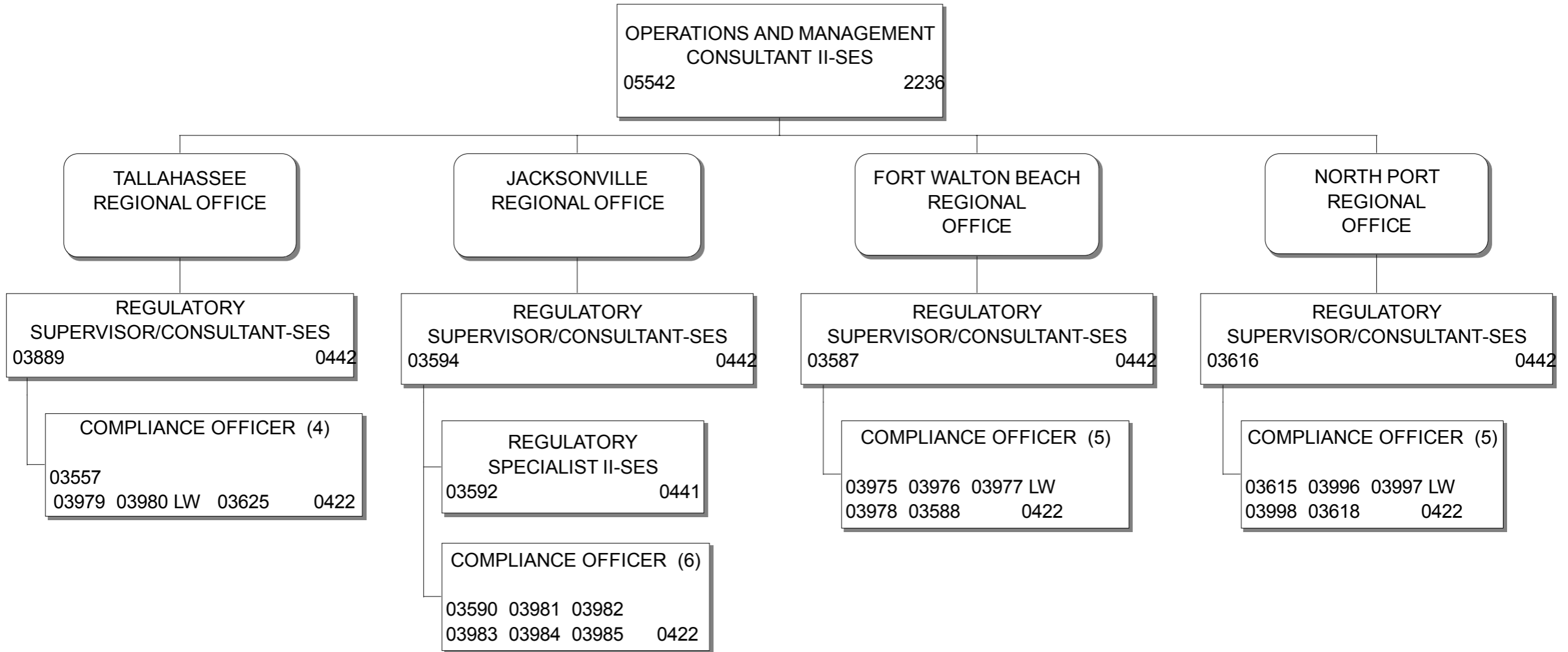
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DIVISION OF LICENSING**

BUREAU OF LICENSE ISSUANCE
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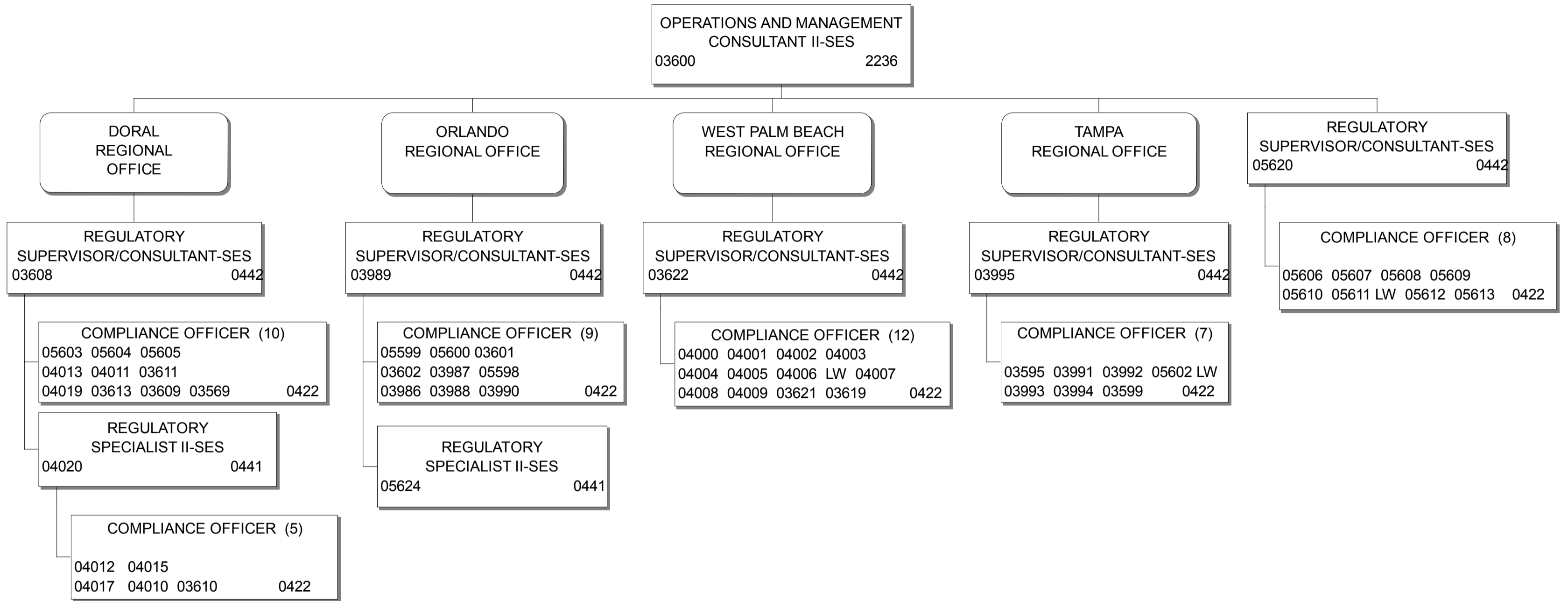
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DIVISION OF LICENSING**

BUREAU OF LICENSE ISSUANCE
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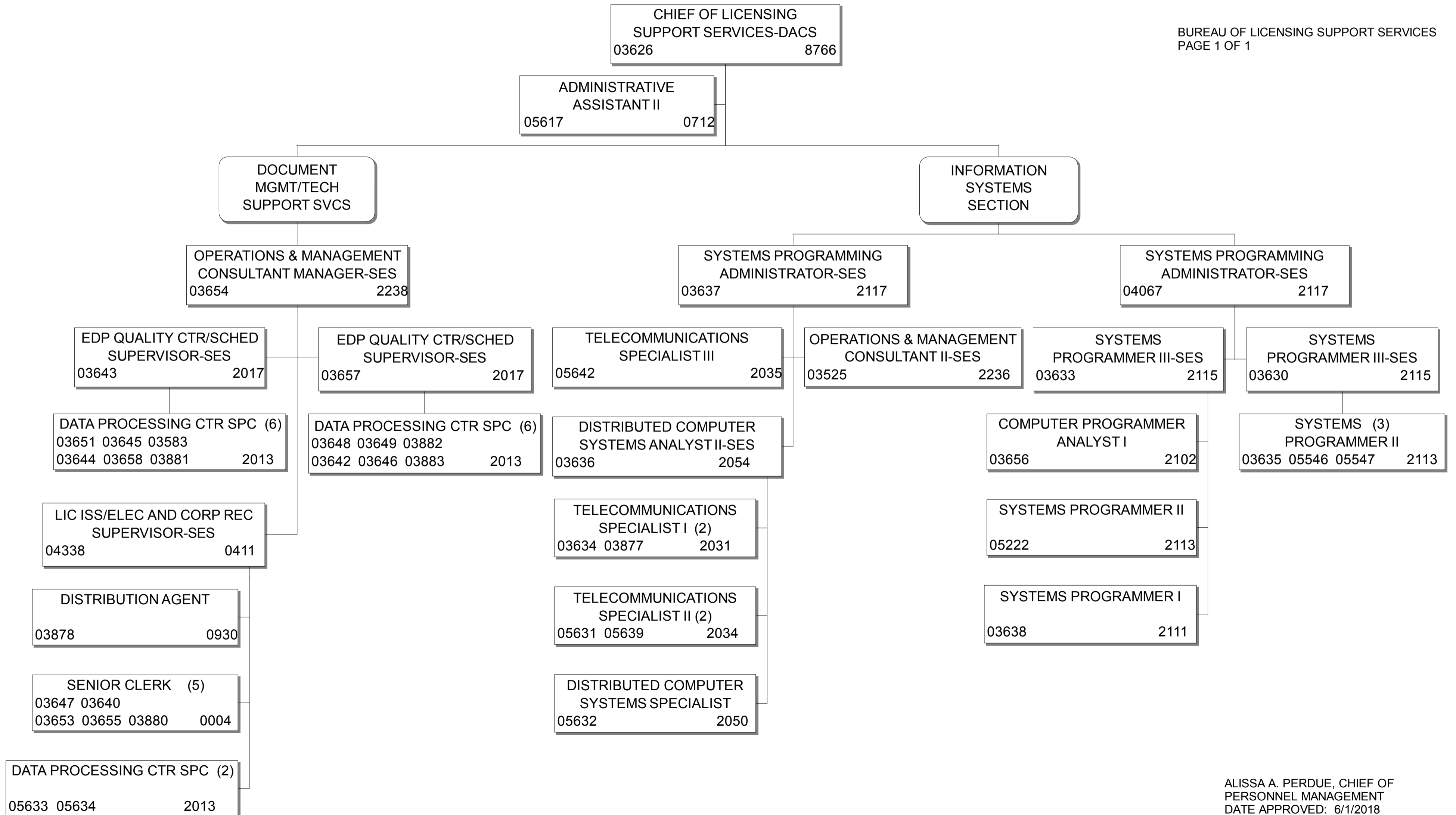
ALISSA A. PERDUE, CHIEF
OF PERSONNEL
MANAGEMENT
DATE APPROVED: 5/4/2018

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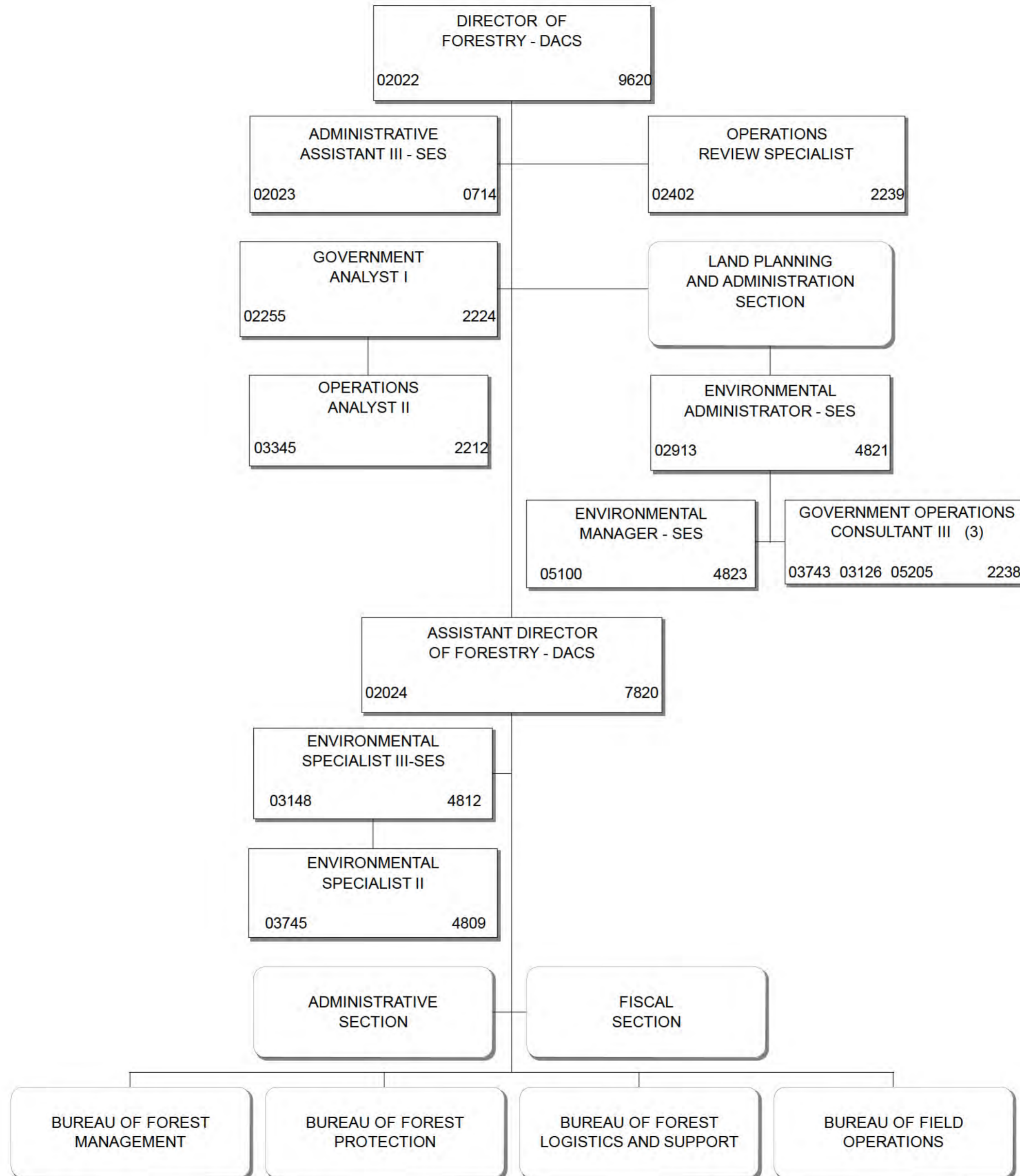
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DATE APPROVED: 6/1/2018

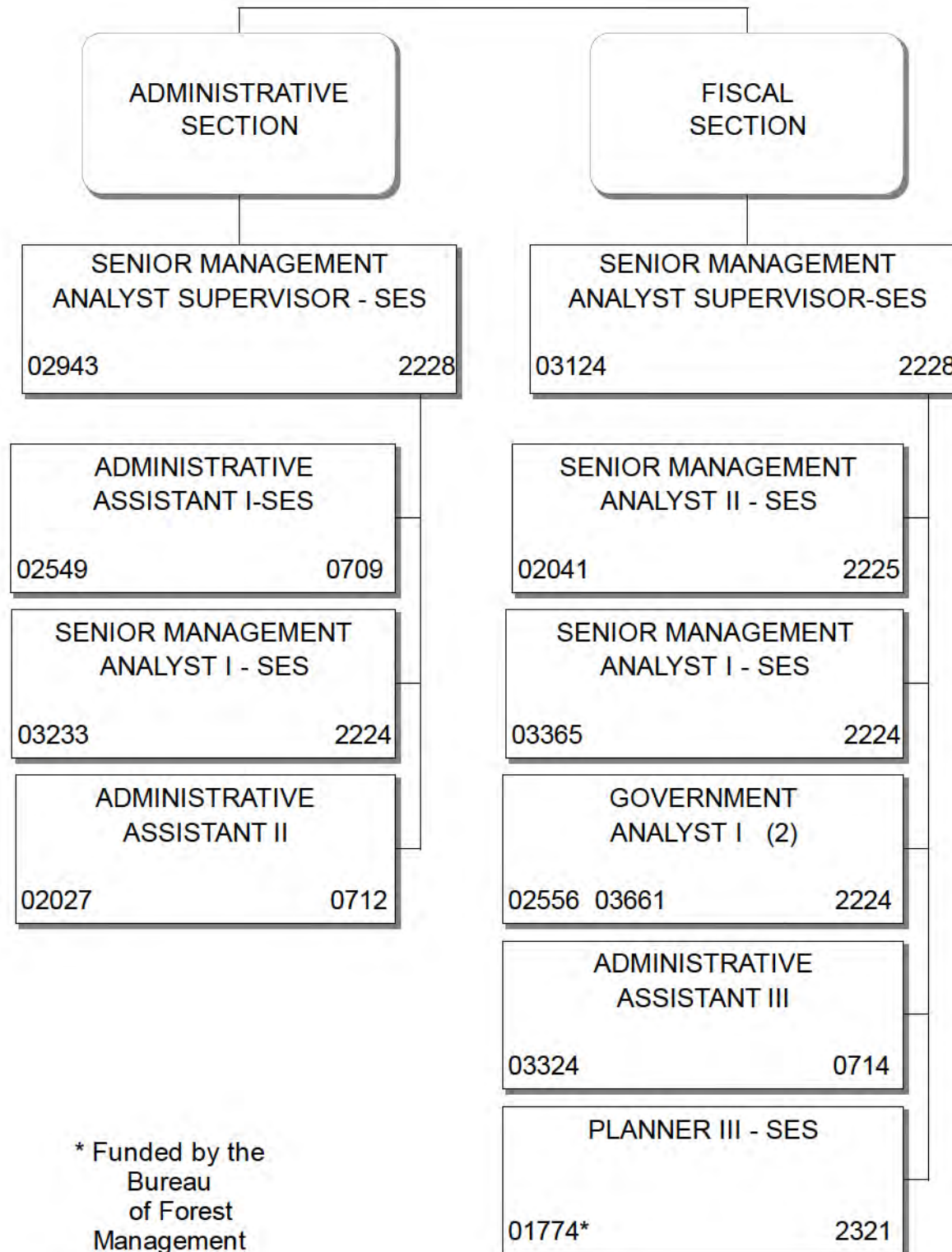
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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

DIVISION F.T.E. 1,178.50
DIRECTOR'S OFFICE
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FLORIDA FOREST SERVICE**

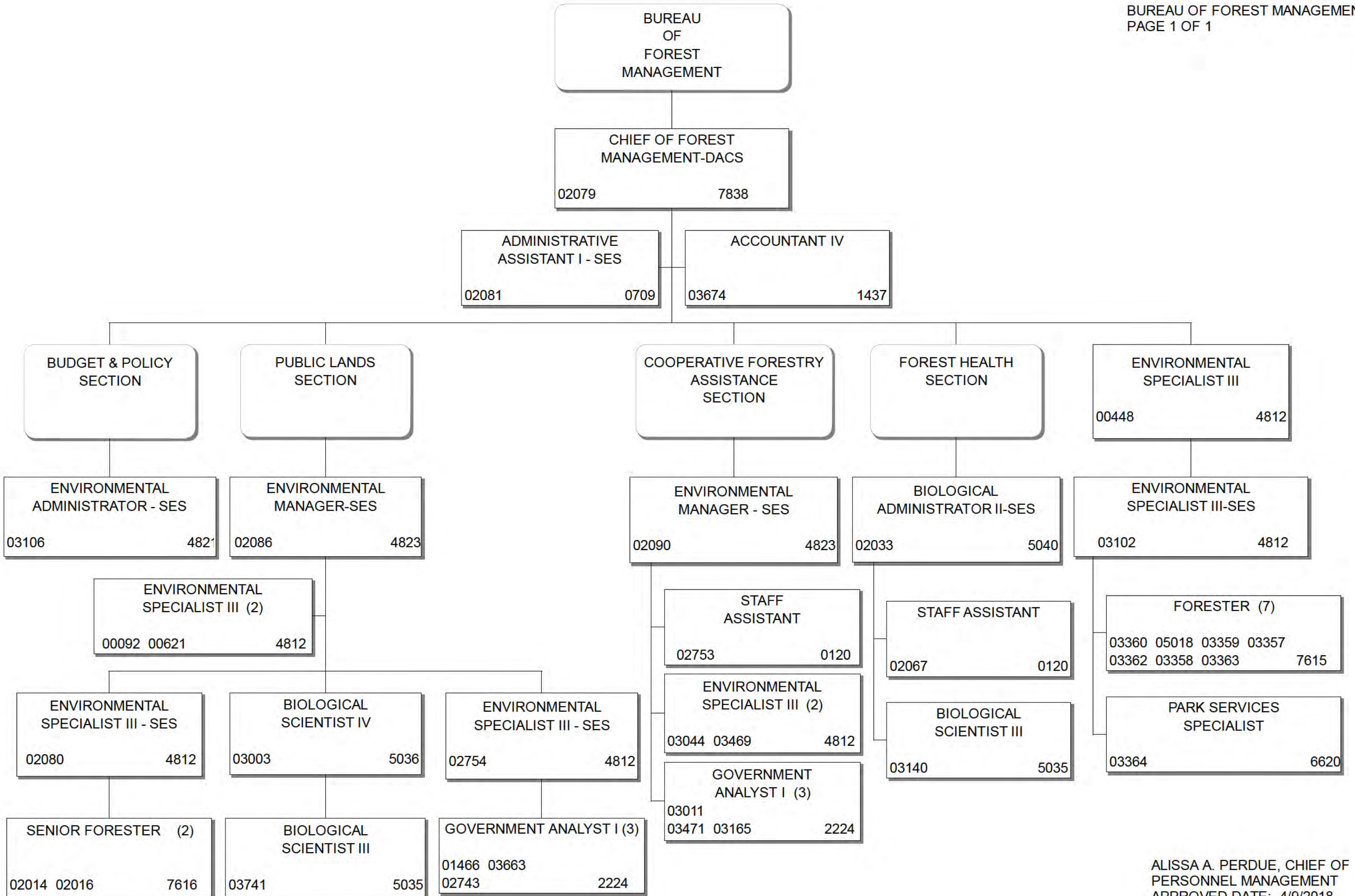
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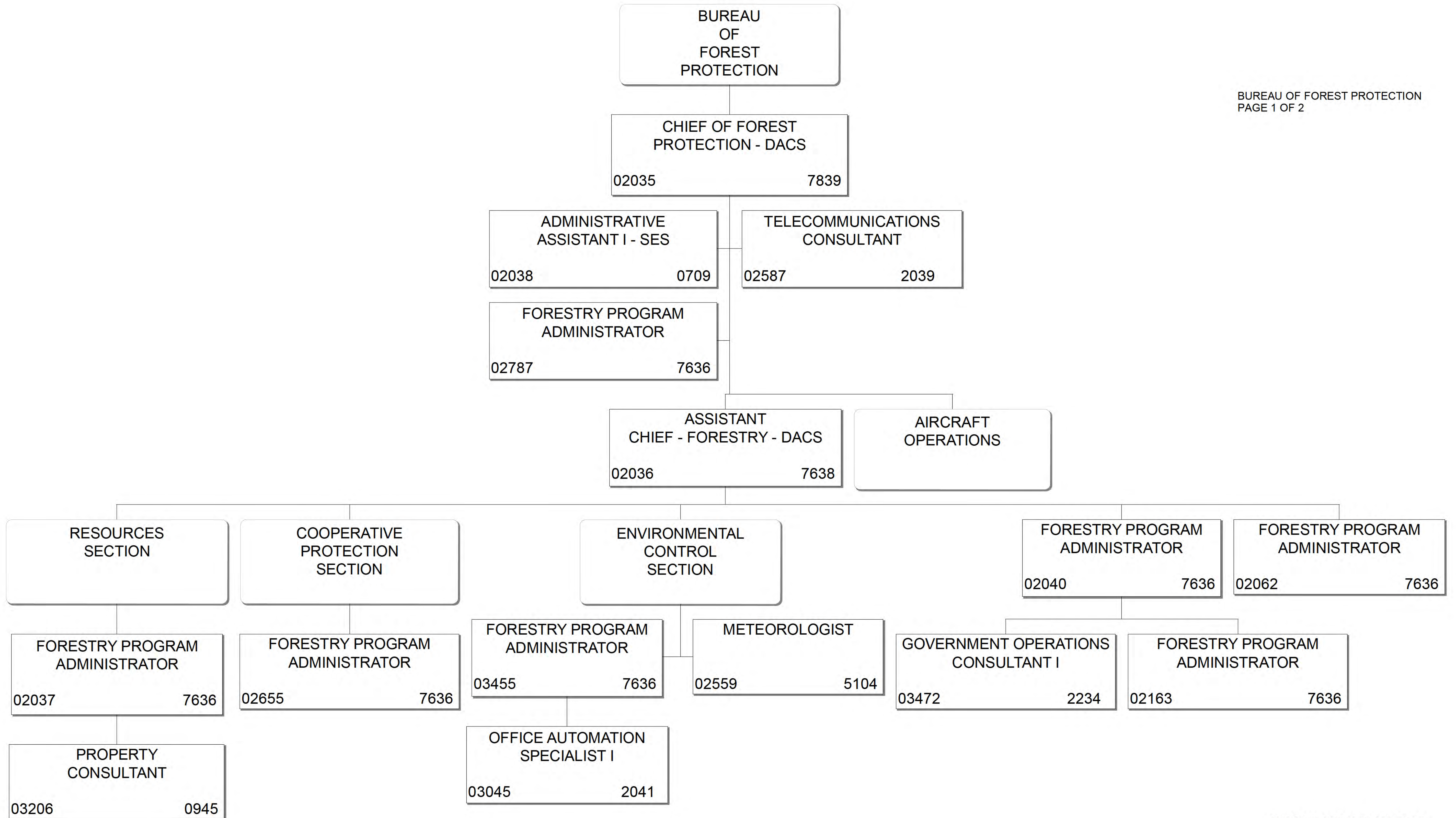
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APPROVED DATE: 4/9/2018

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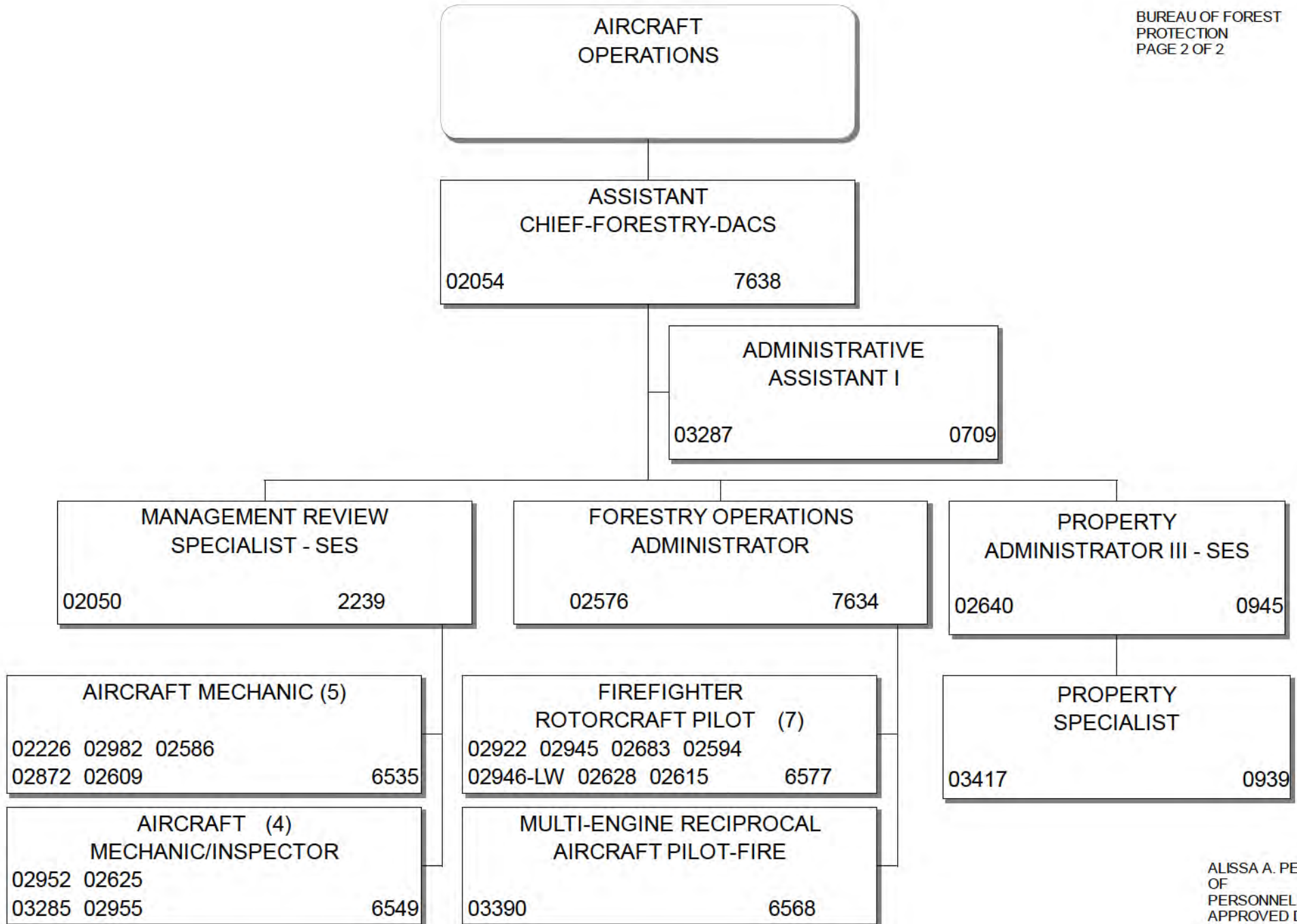
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
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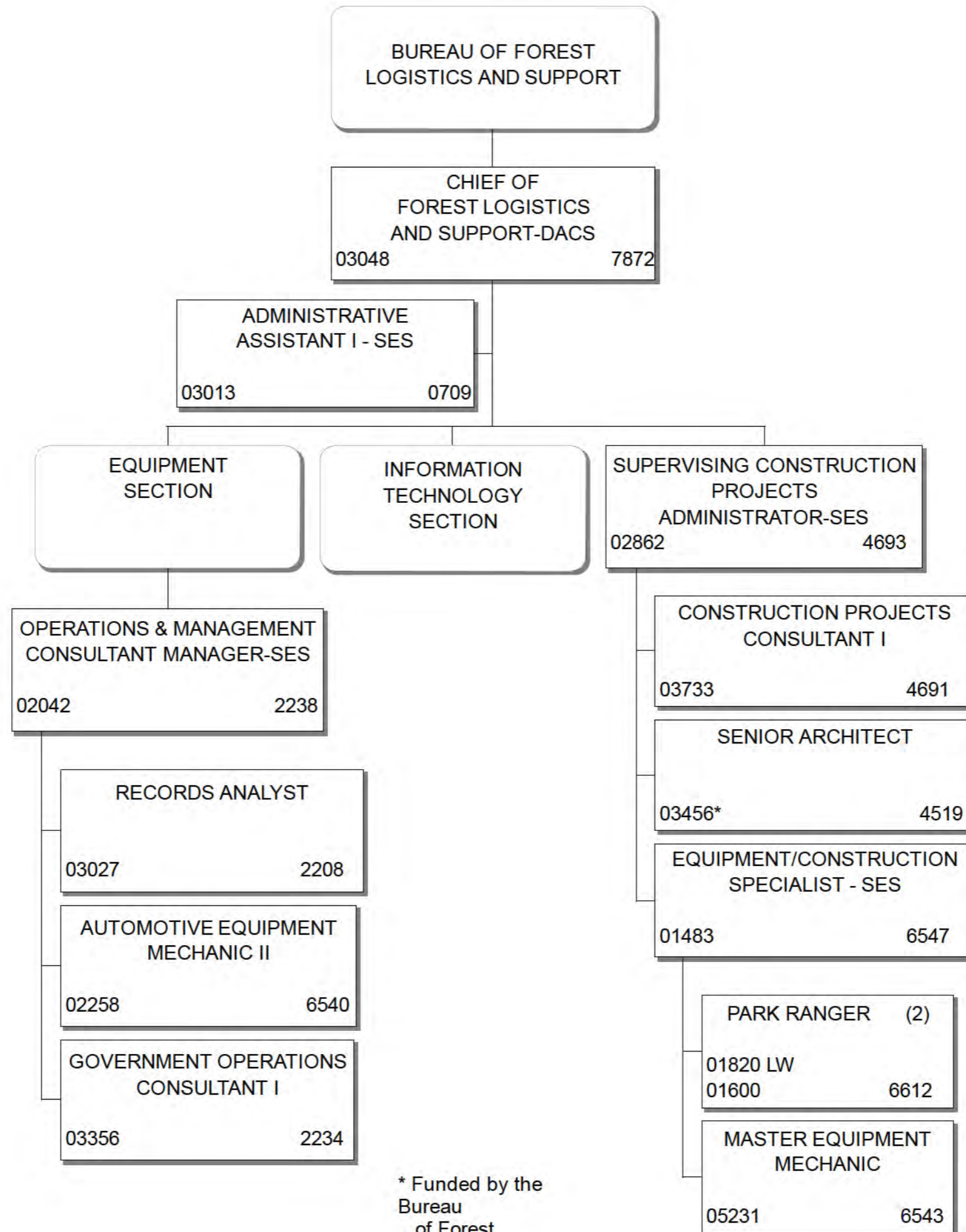
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FLORIDA FOREST SERVICE
BUREAU OF FOREST PROTECTION**

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ALISSA A. PERDUE, CHIEF
OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/21/2017

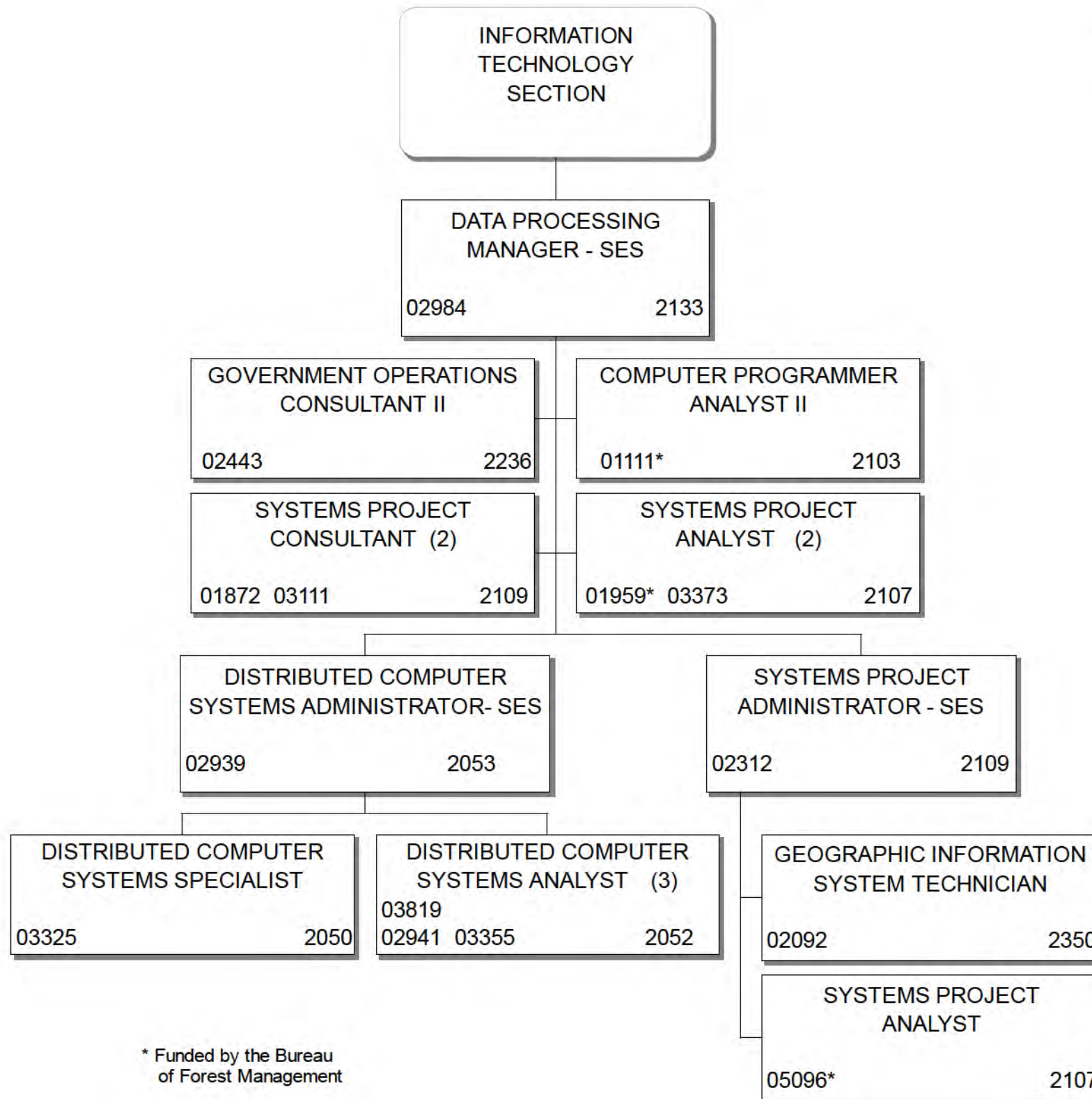
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AND CONSUMER SERVICES
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AND SUPPORT
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OF
FIELD
OPERATIONS

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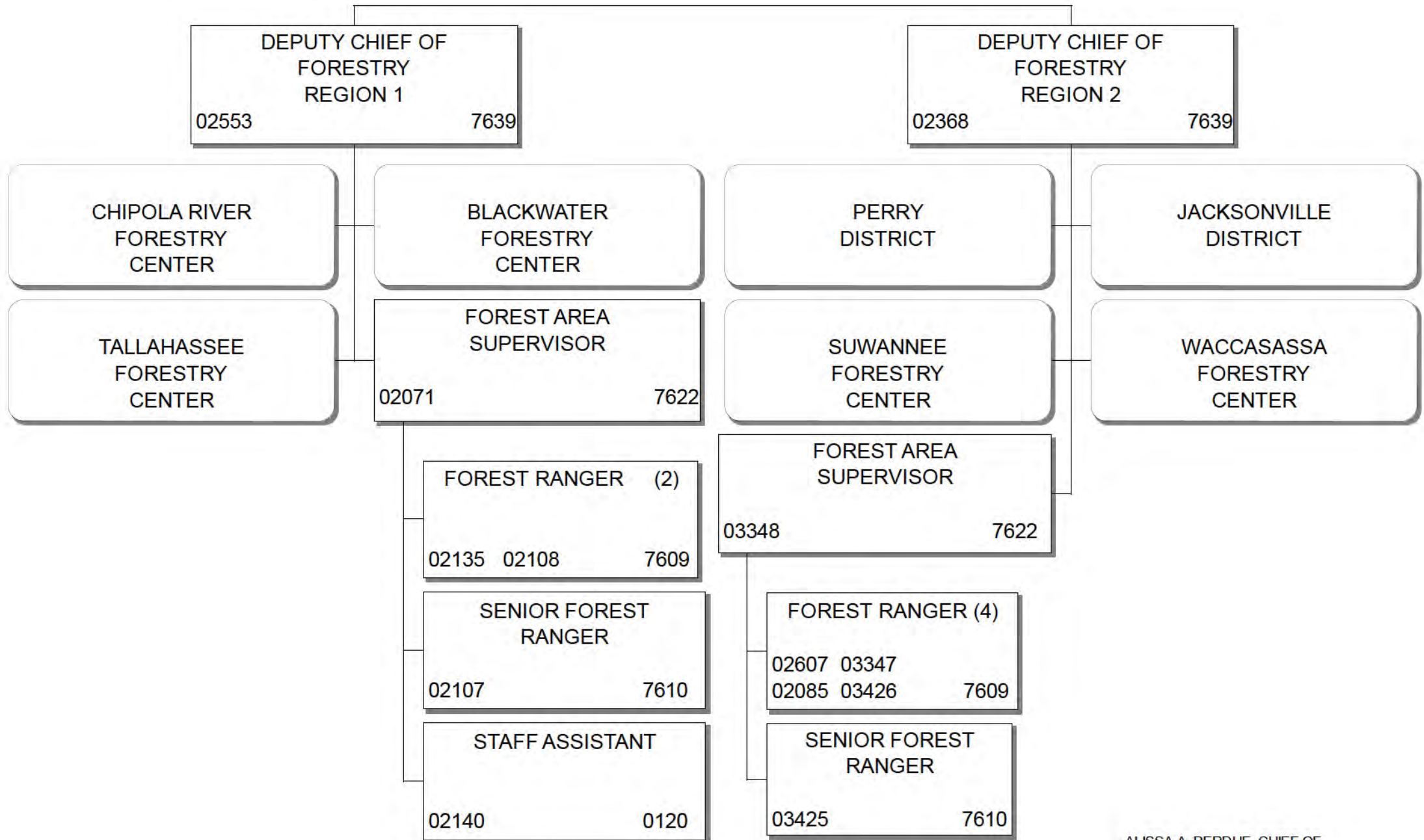
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REGION 4
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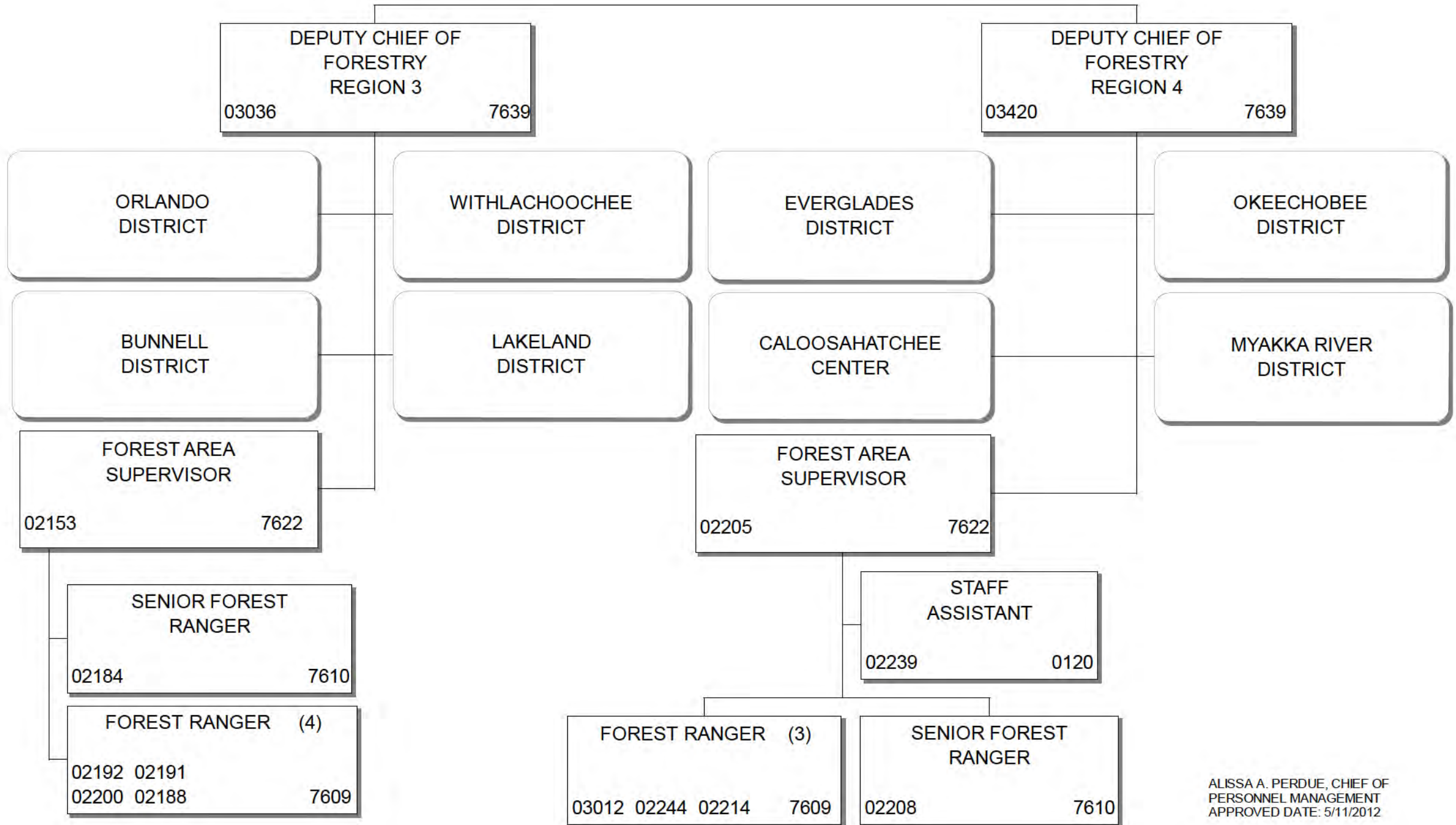
BUREAU OF FIELD
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ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 7/15/2016

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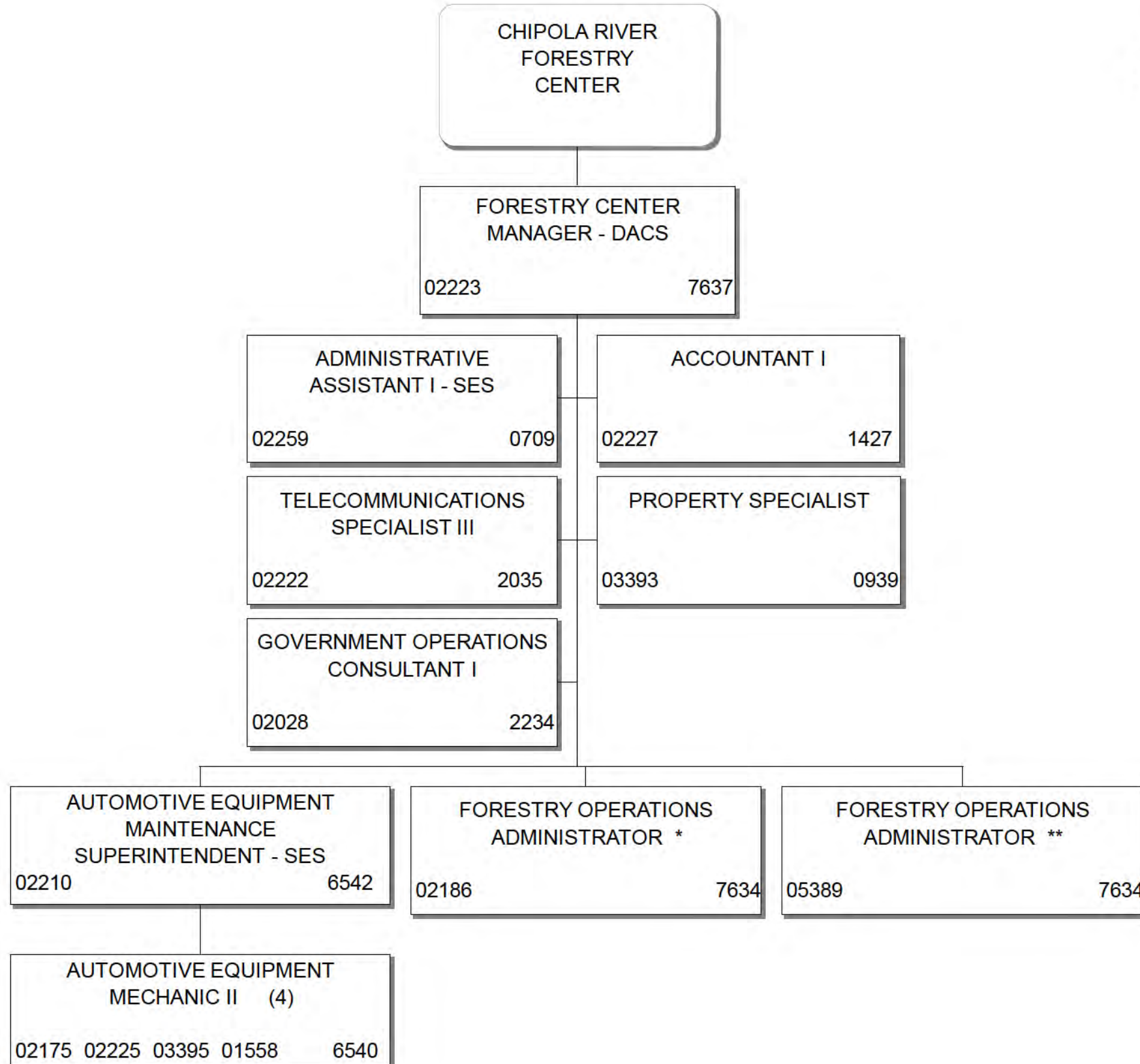
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 5/11/2012

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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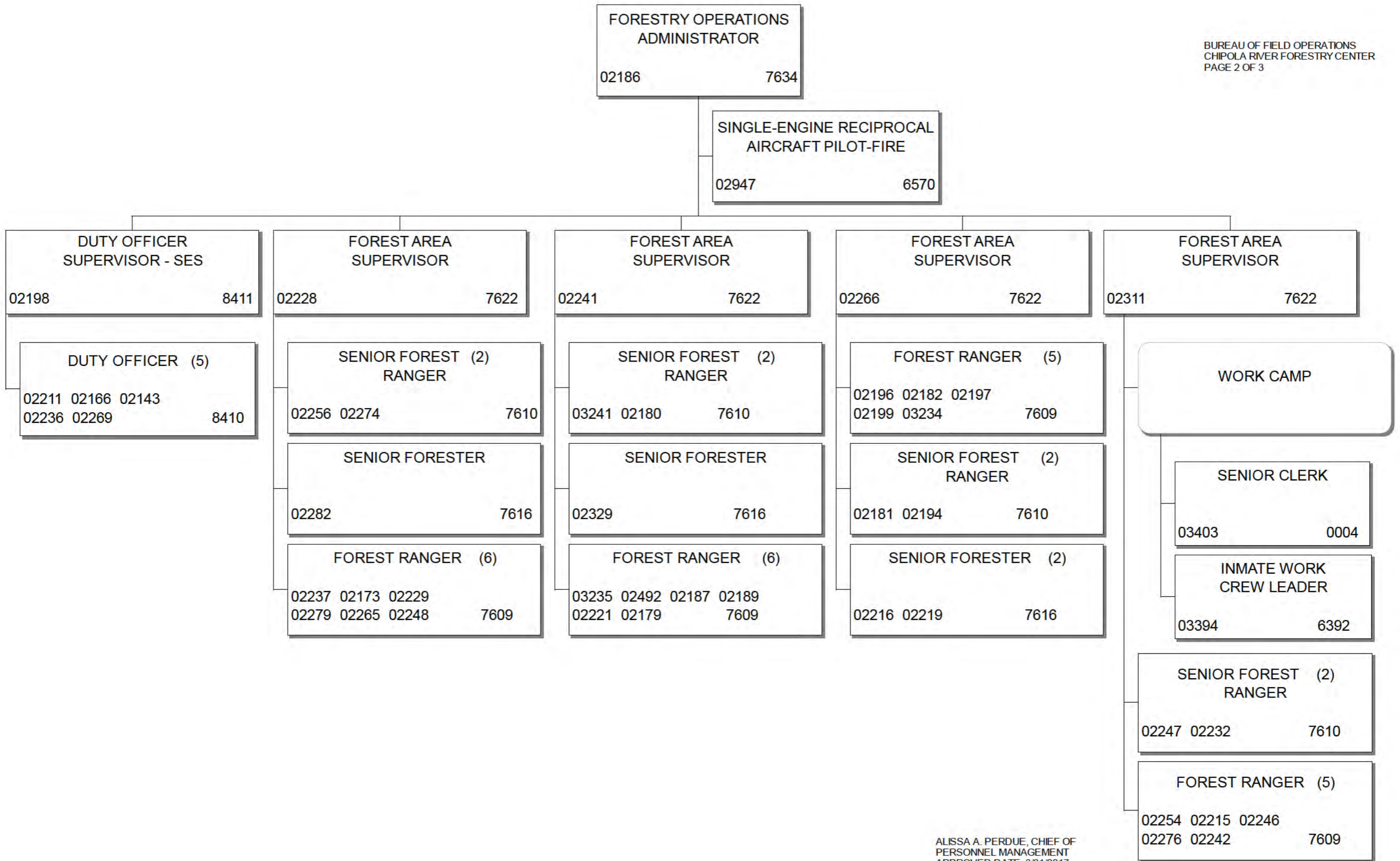


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**SEE PAGE 3

ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVE DATE: 2/24/2017

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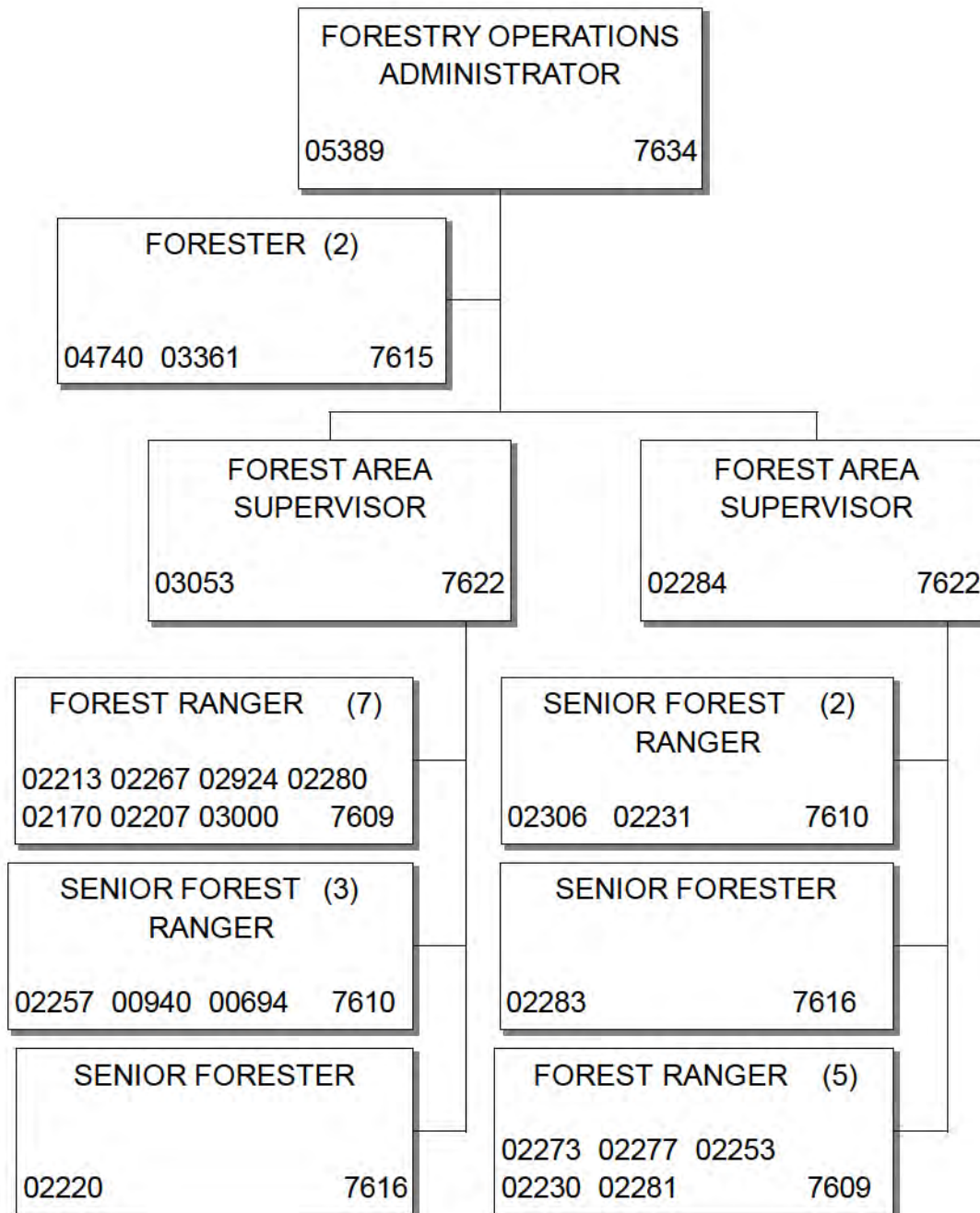
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 8/31/2017

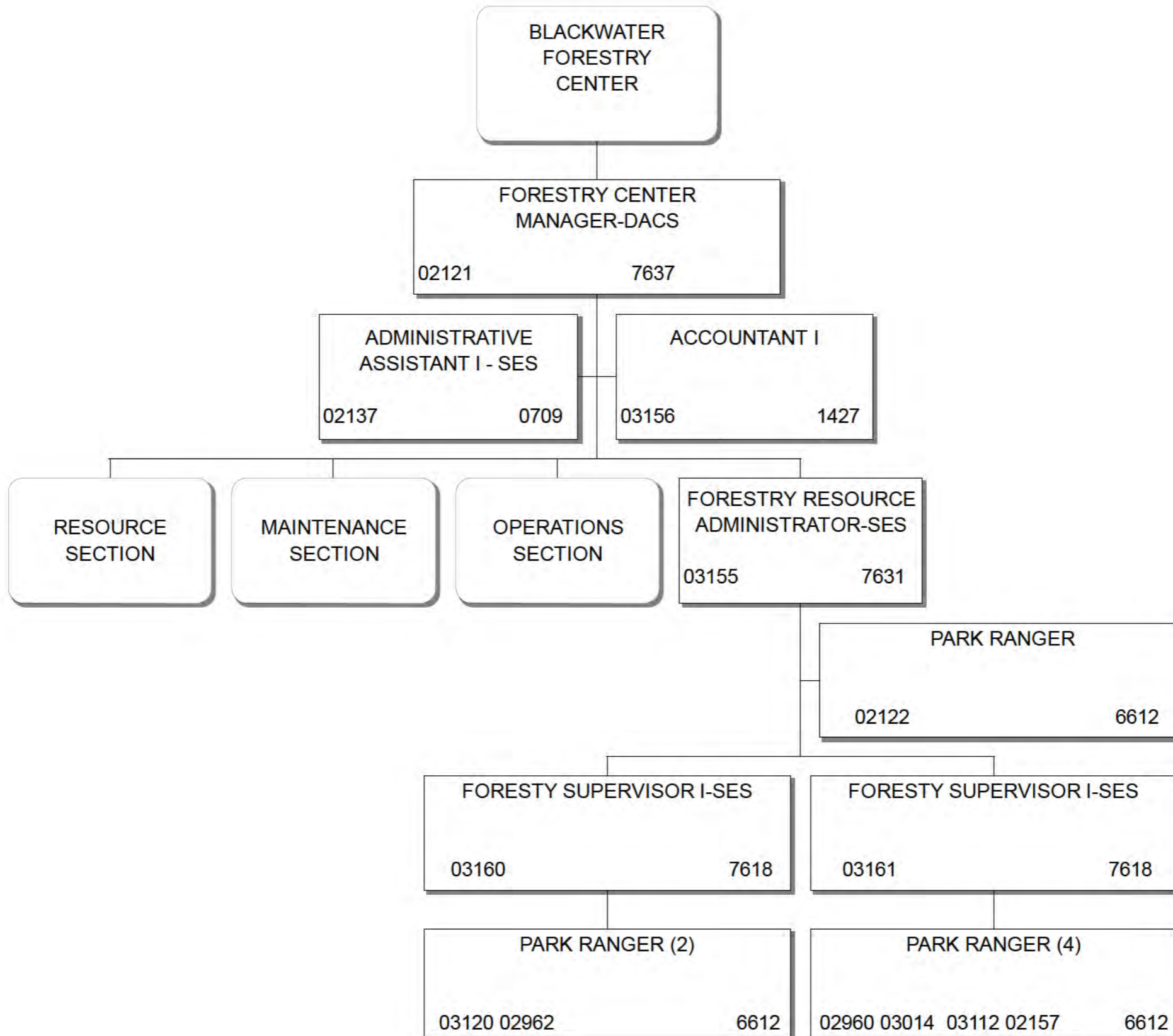
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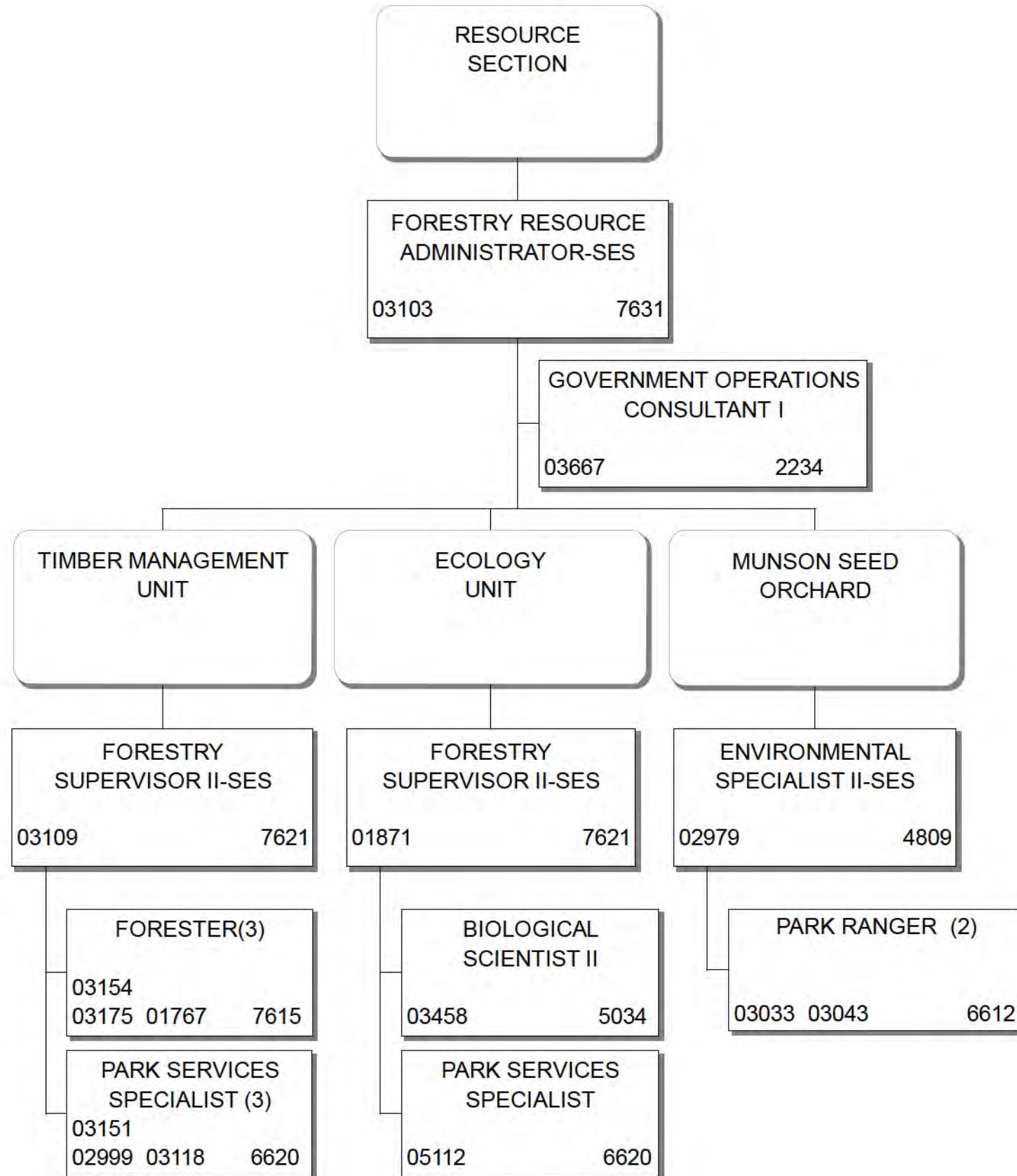


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AND CONSUMER SERVICES
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BLACKWATER FORESTRY
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FLORIDA FOREST SERVICE**

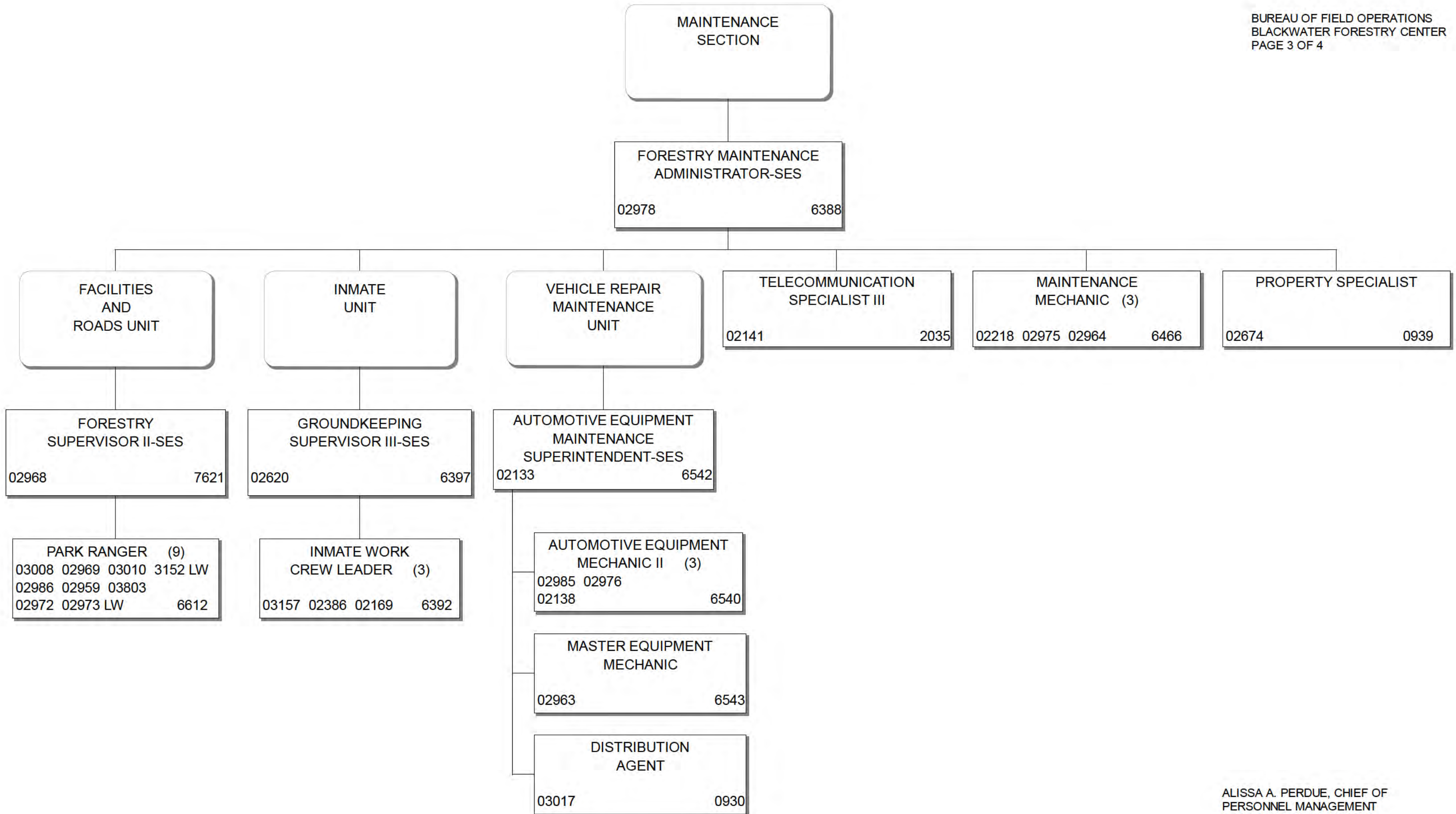


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ALISSA A. PERDUE, CHIEF
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PERSONNEL MANAGEMENT
APPROVED DATE: 4/16/2018

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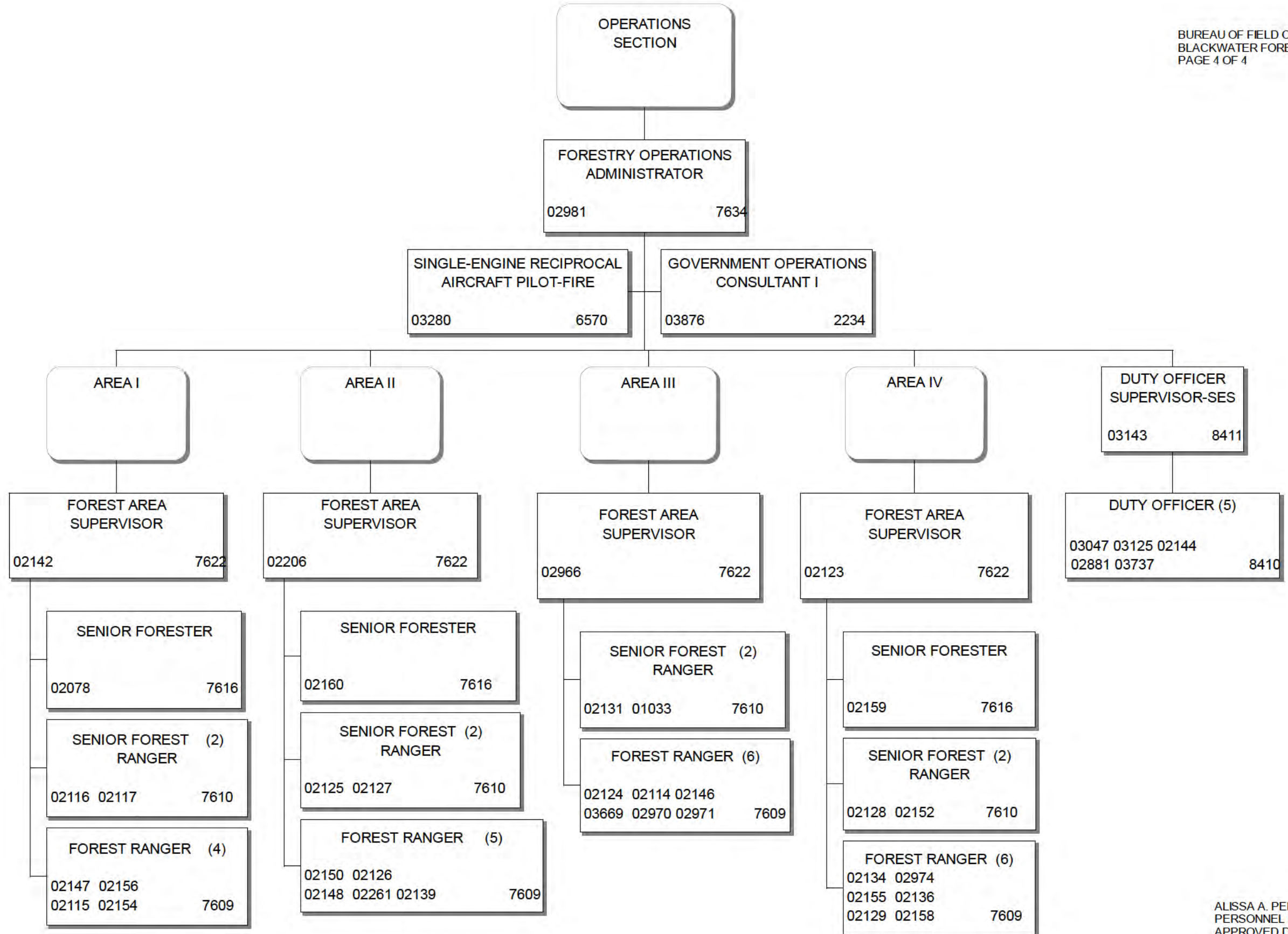
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/2/2017

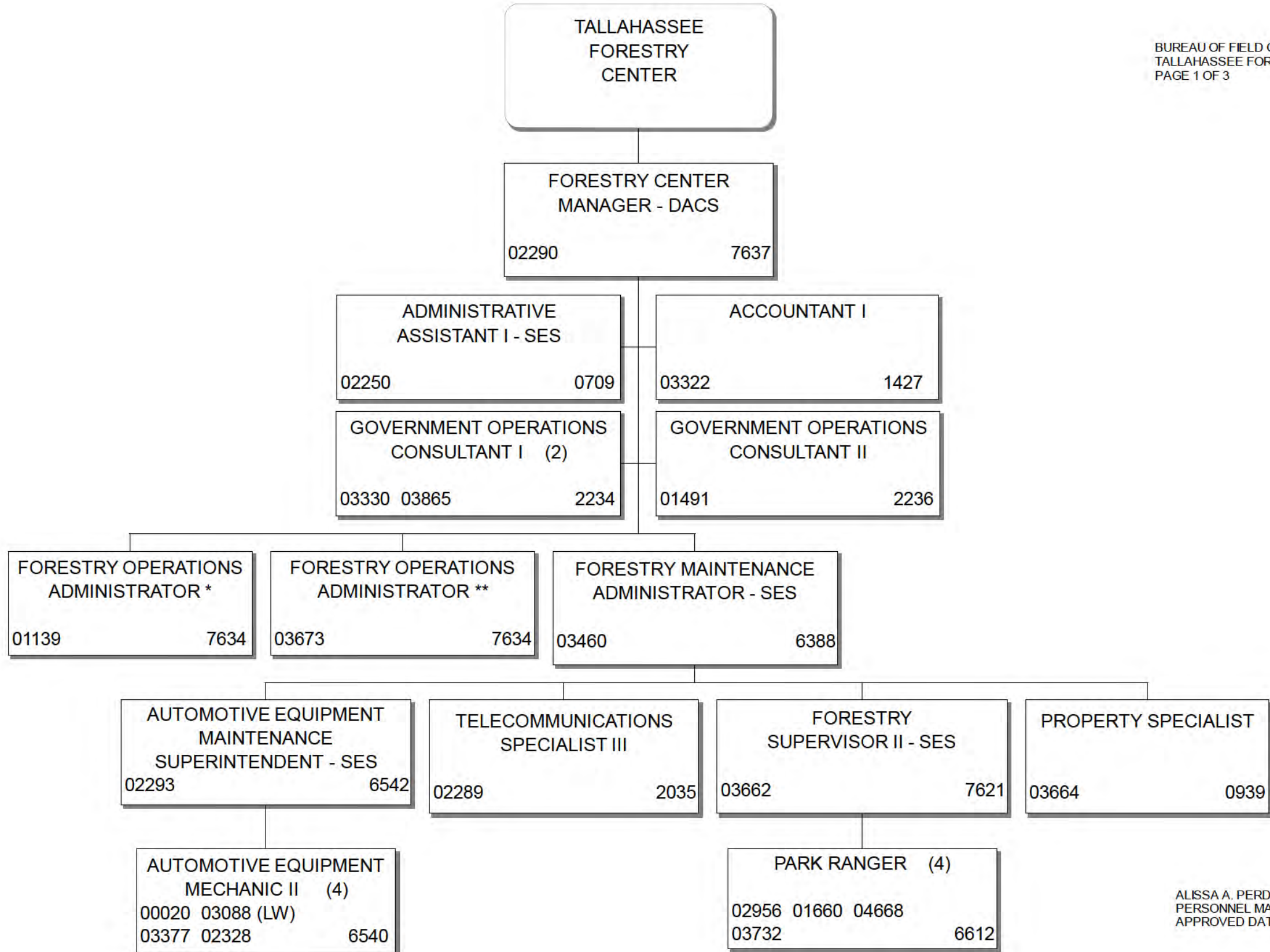
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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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FLORIDA FOREST SERVICE**

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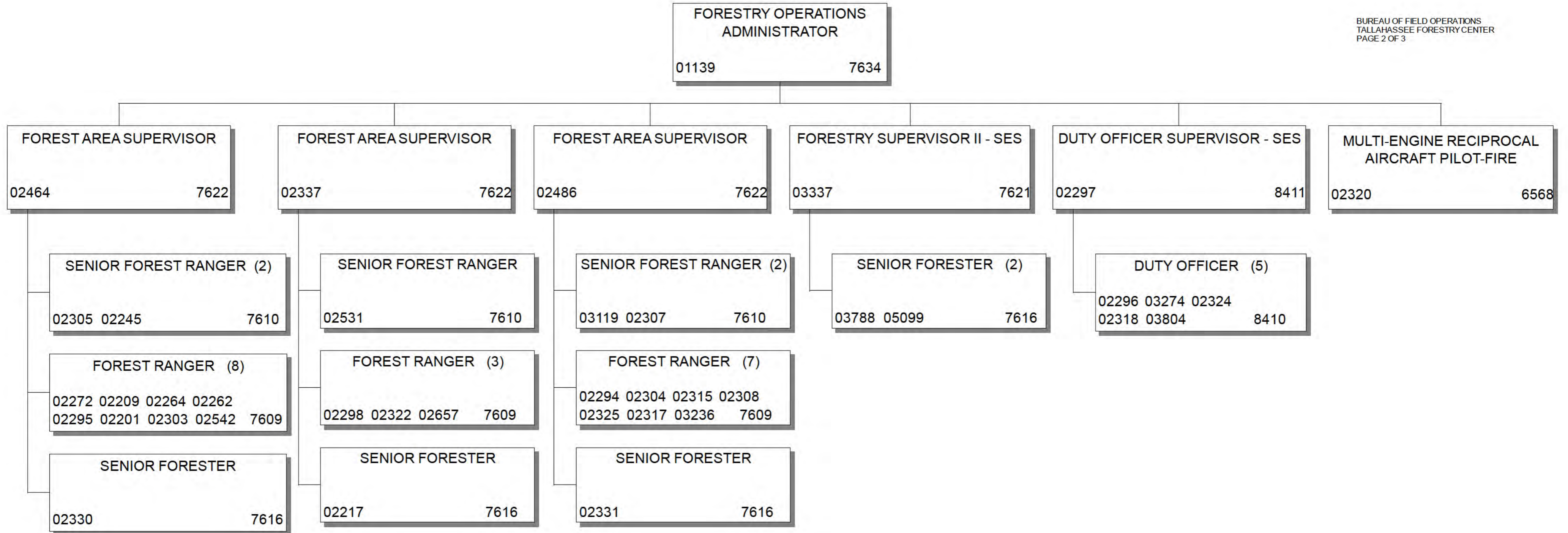


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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 9/23/2016

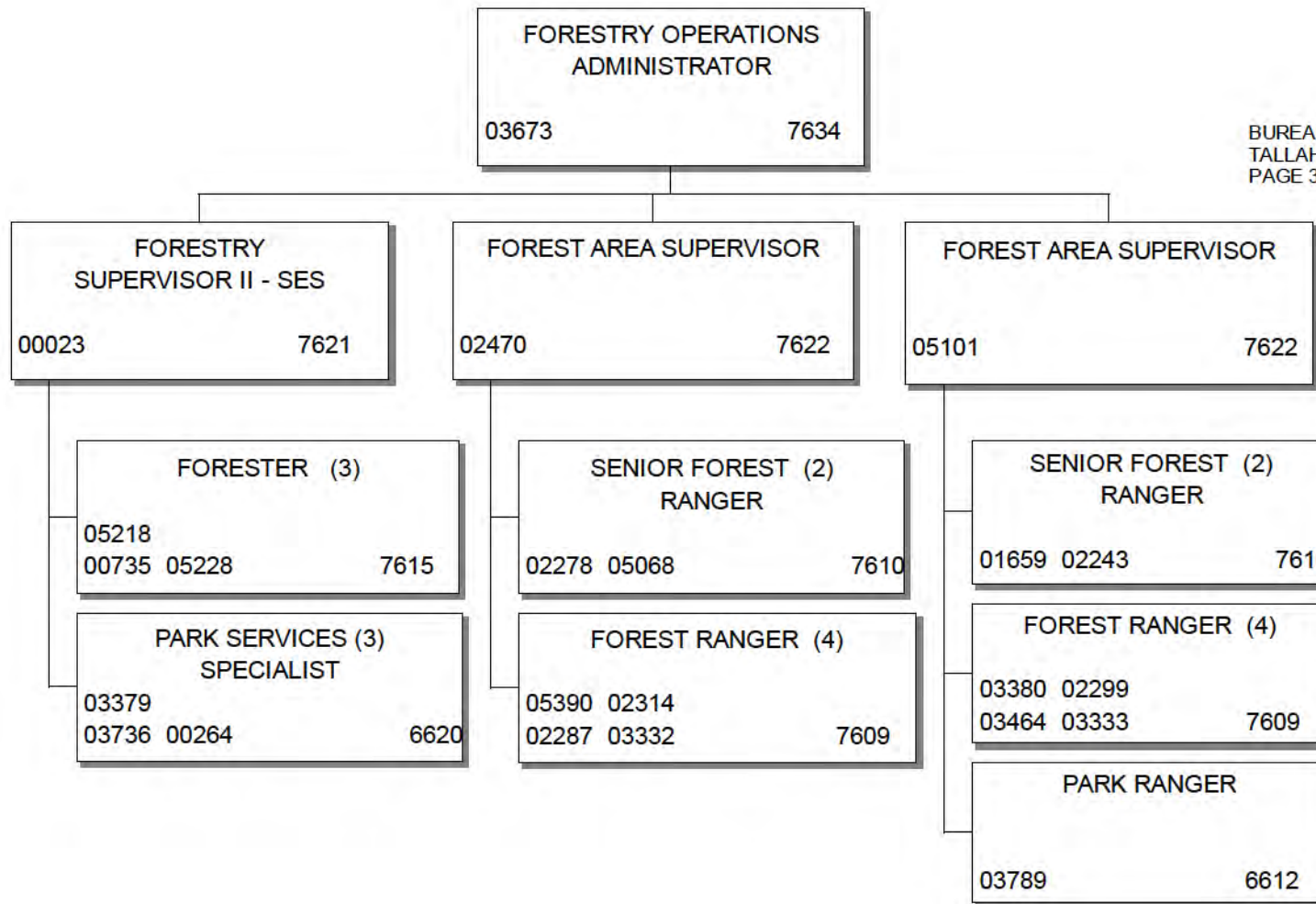
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 8/25/2017

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FLORIDA FOREST SERVICE**

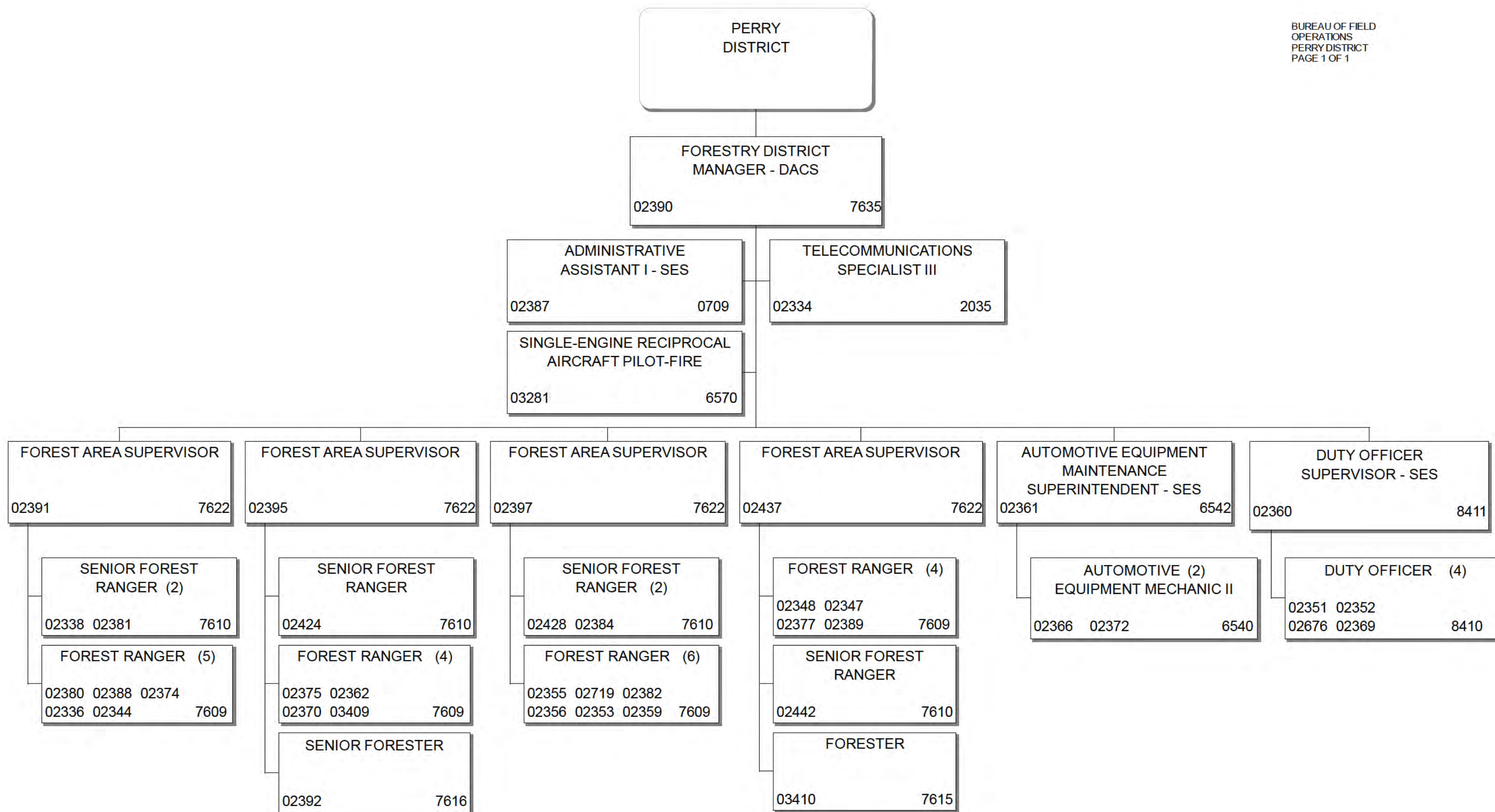


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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/3/2017

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AND CONSUMER SERVICES
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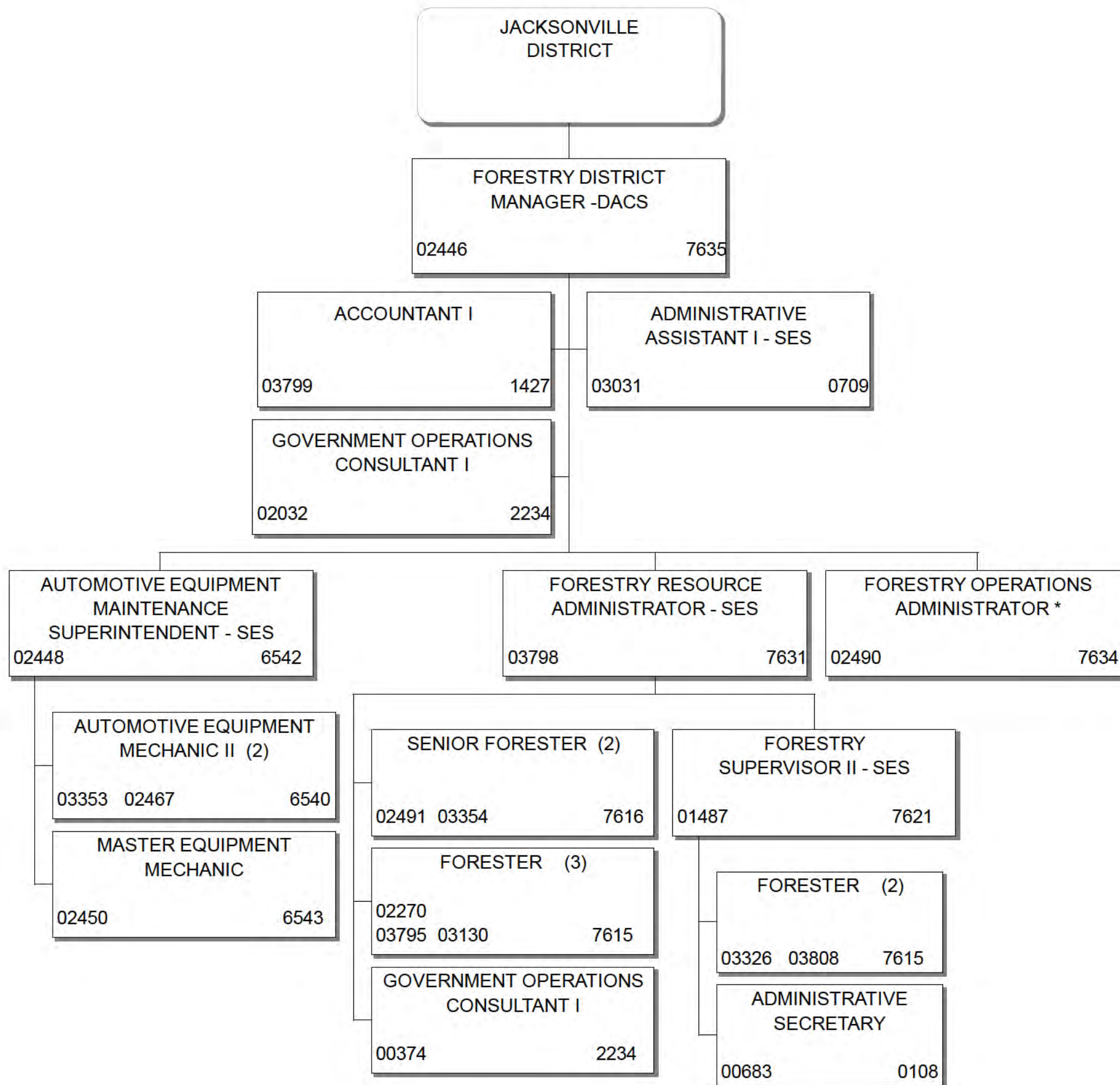
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PERRY DISTRICT
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/23/2018

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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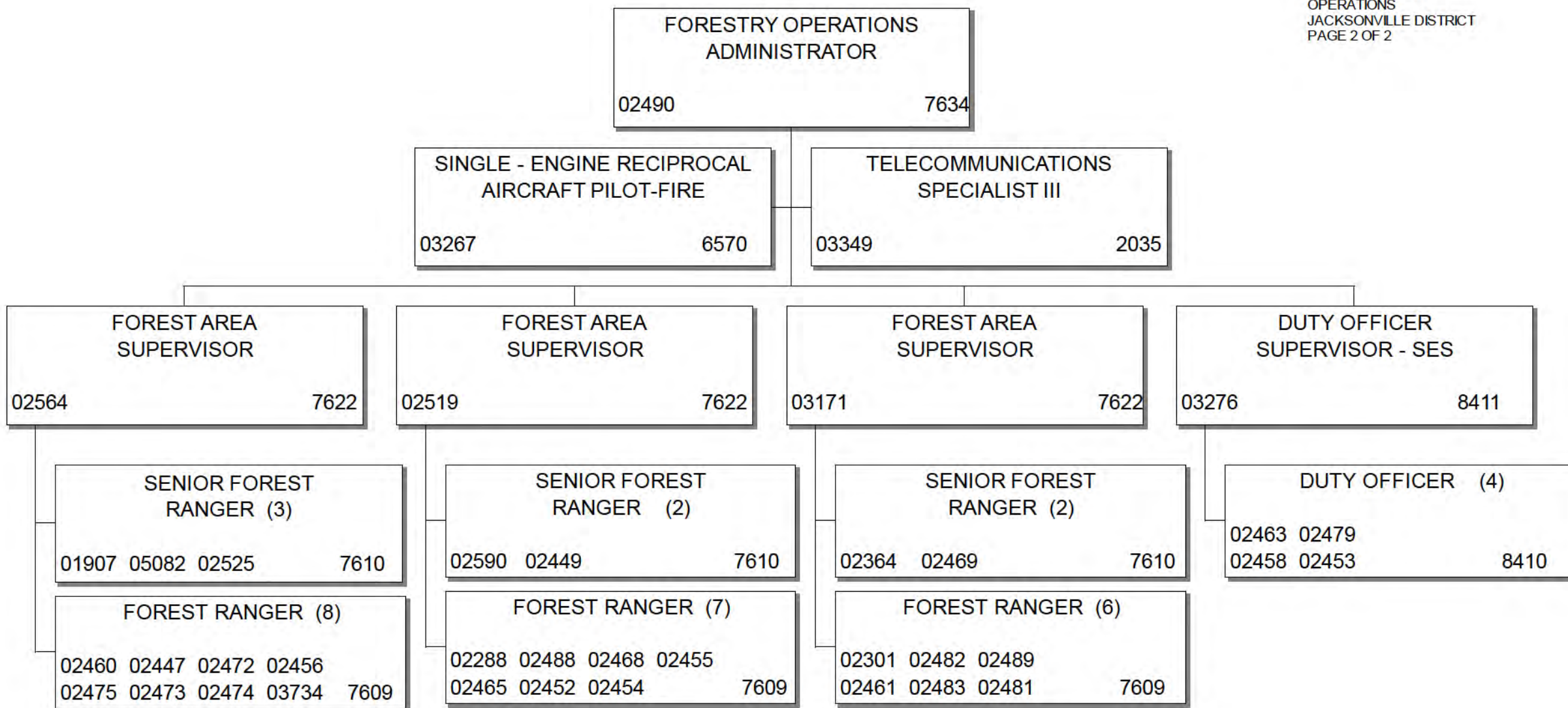


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PERSONNEL MANAGEMENT
APPROVED DATE: 6/8/2018

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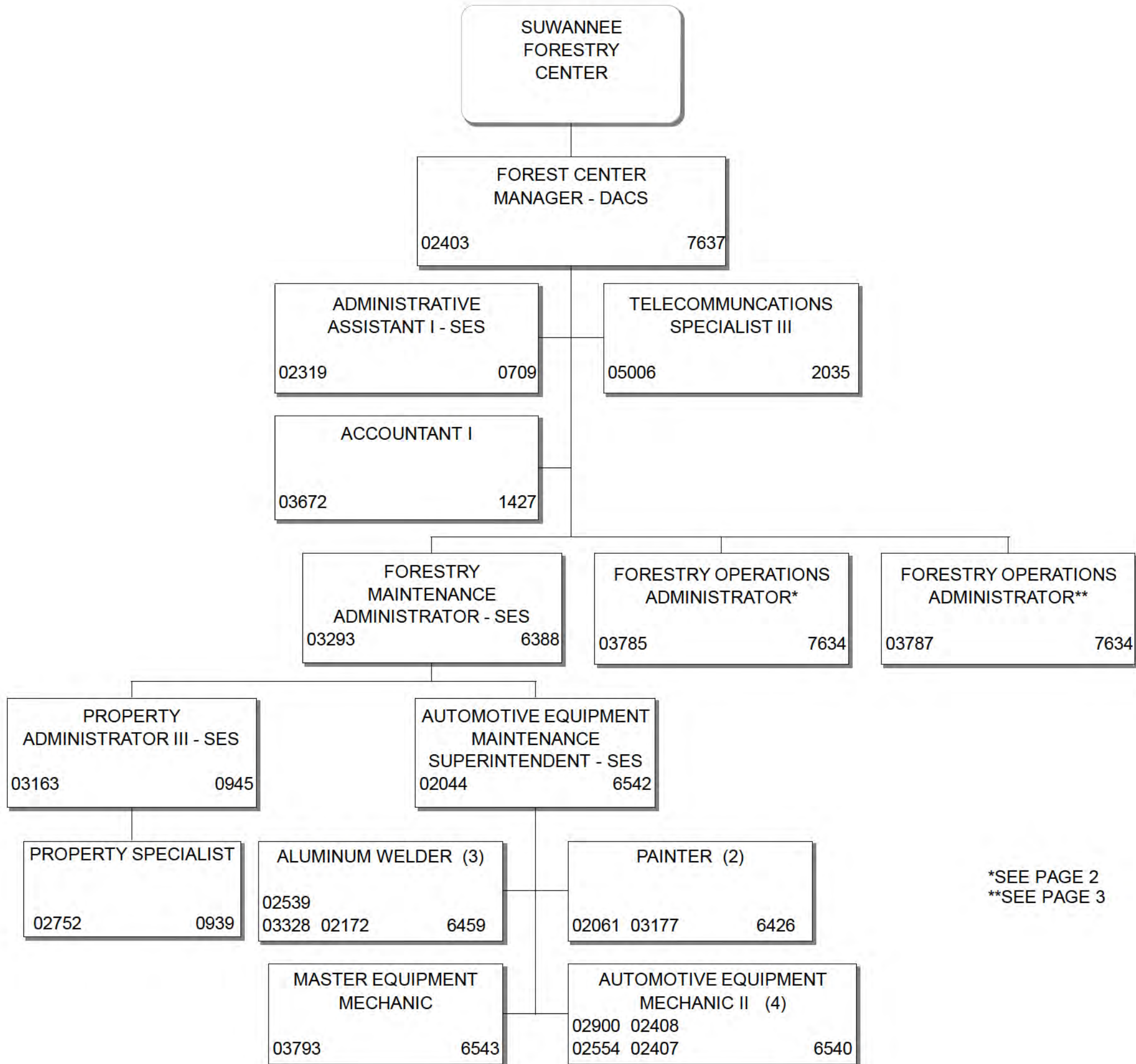
BUREAU OF FIELD
OPERATIONS
JACKSONVILLE DISTRICT
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ALISSA A. PERDUE, CHIEF
OF
PERSONNEL MANAGEMENT
APPROVED DATE: 8/17/2012

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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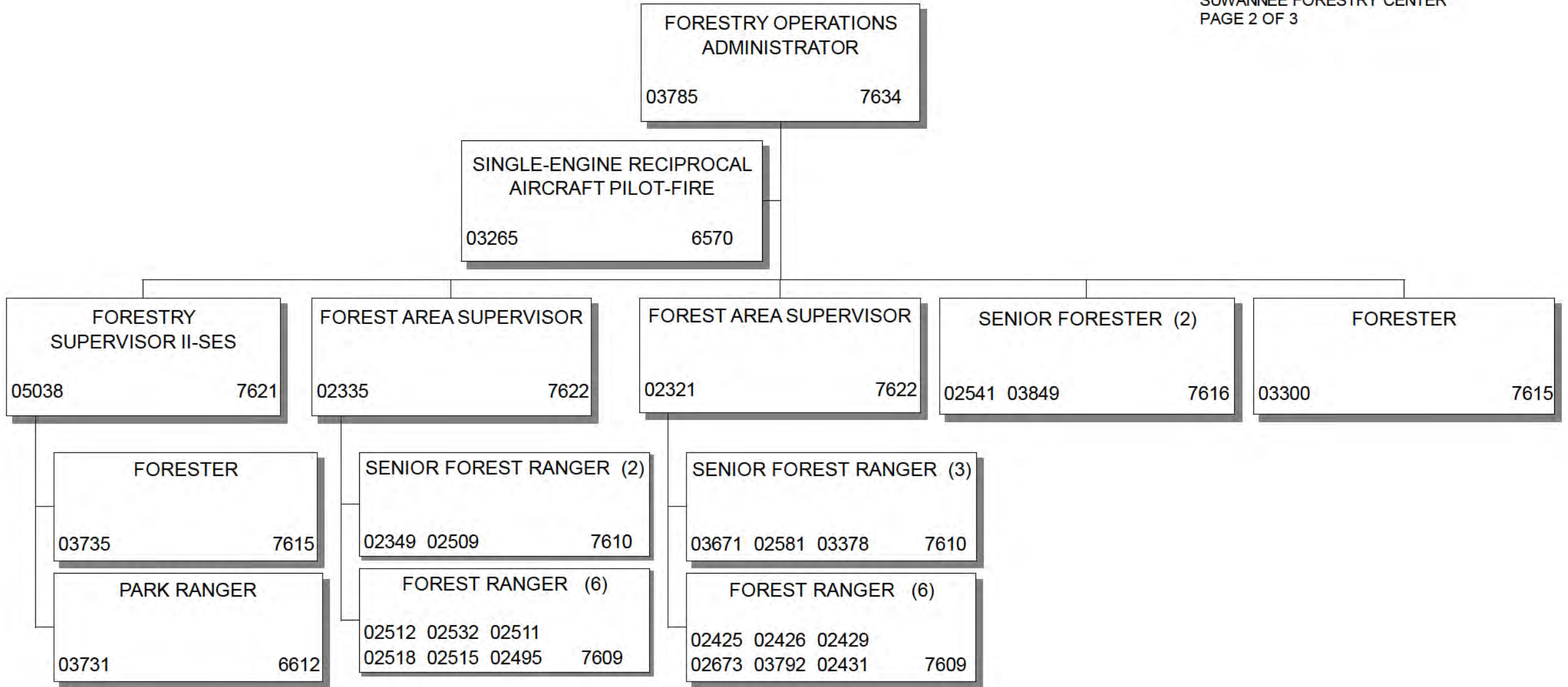


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**SEE PAGE 3

ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 2/26/2016

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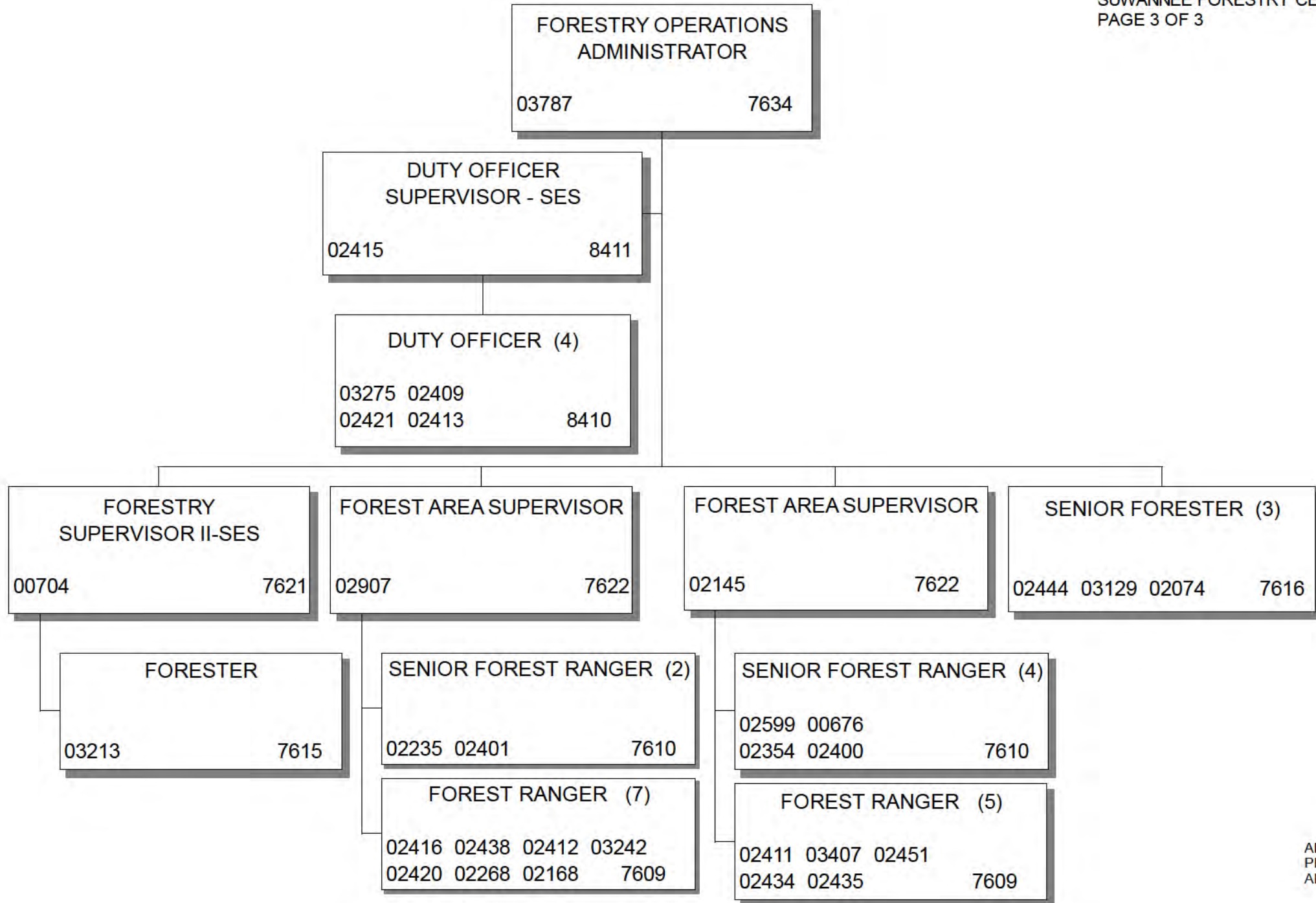
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 10/4/2017

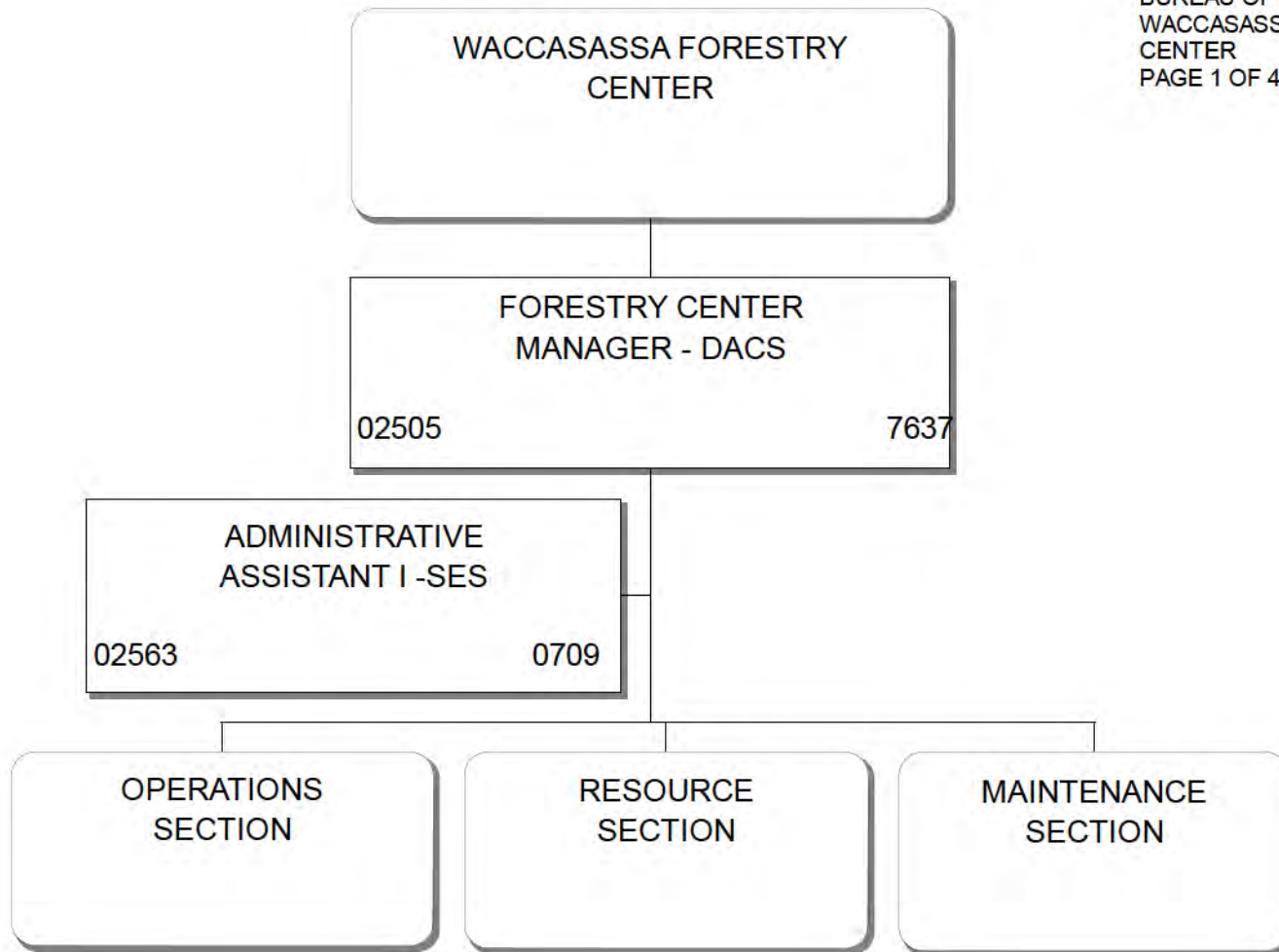
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

BUREAU OF FIELD OPERATIONS
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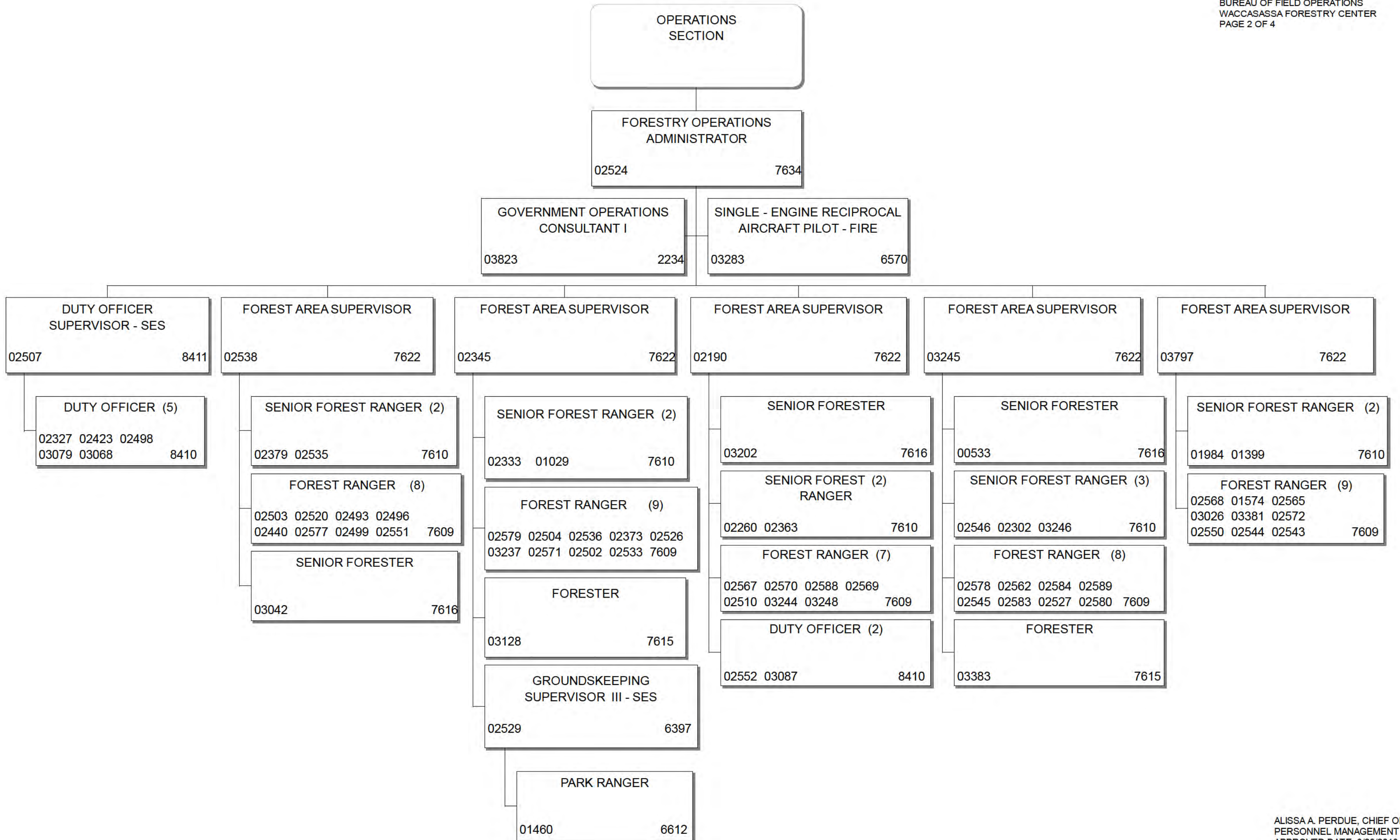
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CENTER
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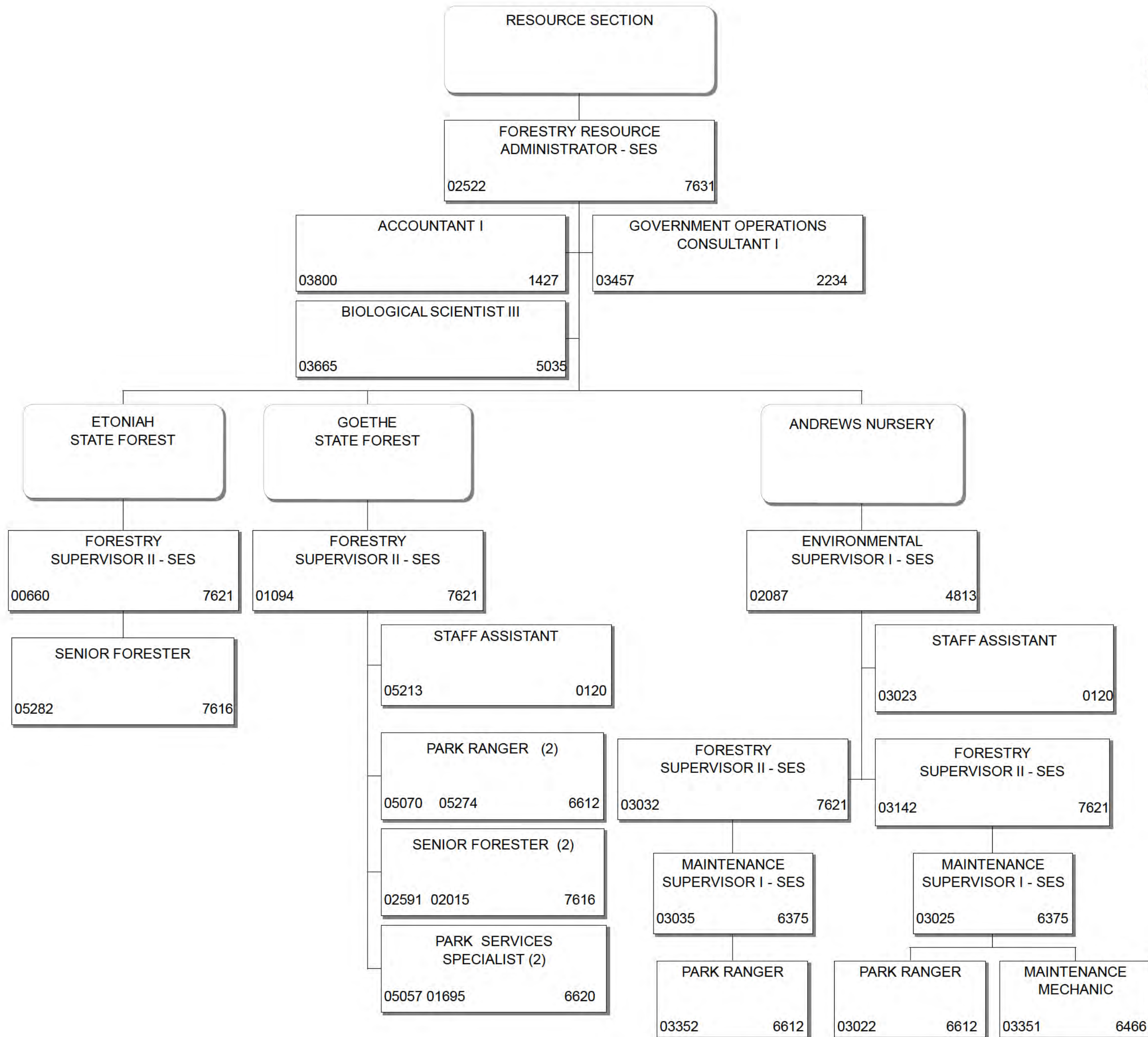
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FLORIDA FOREST SERVICE**

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WACCASASSA FORESTRY CENTER
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**DEPARTMENT OF AGRICULTURE
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FLORIDA FOREST SERVICE**

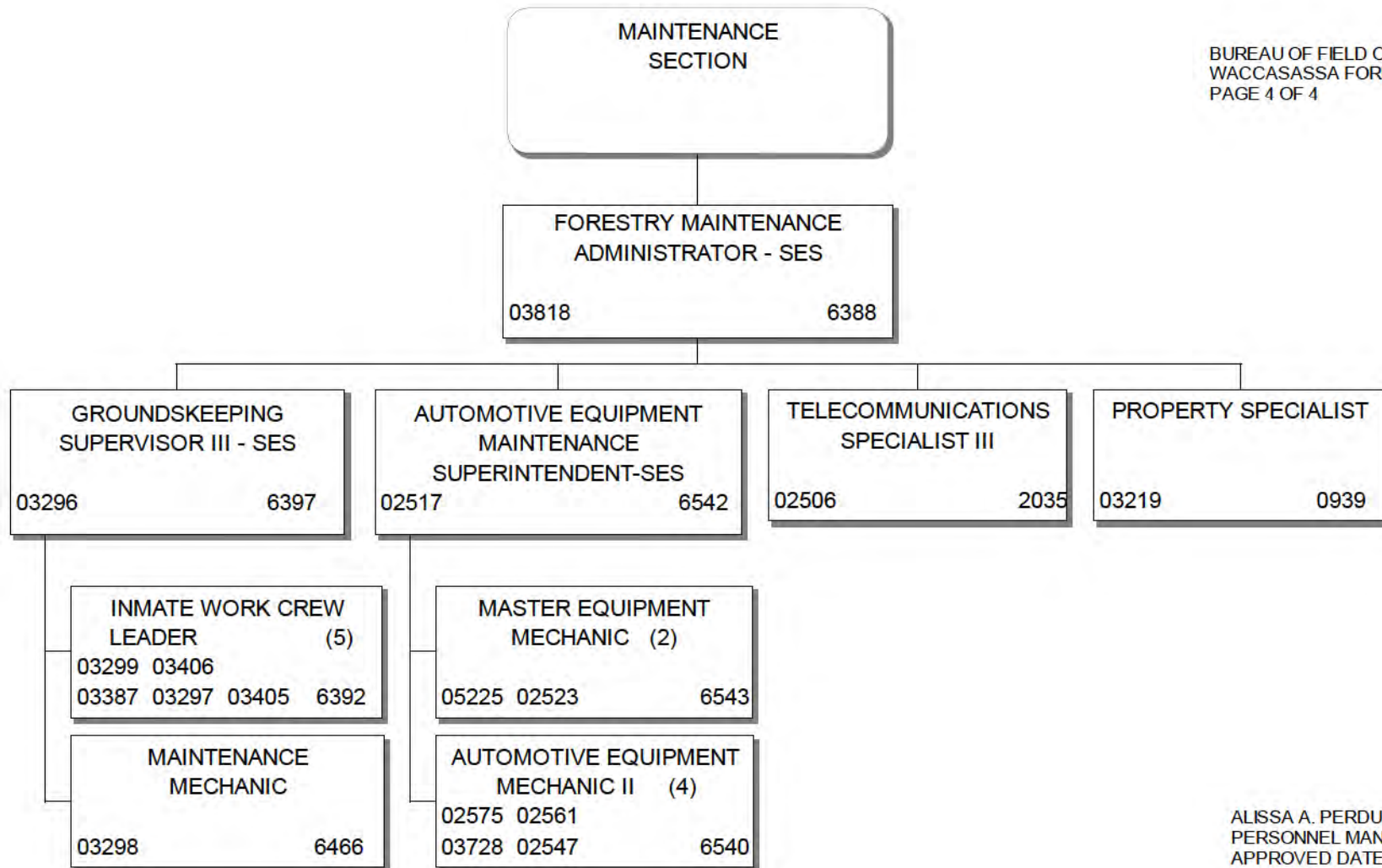
BUREAU OF FIELD OPERATIONS
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/20/2018

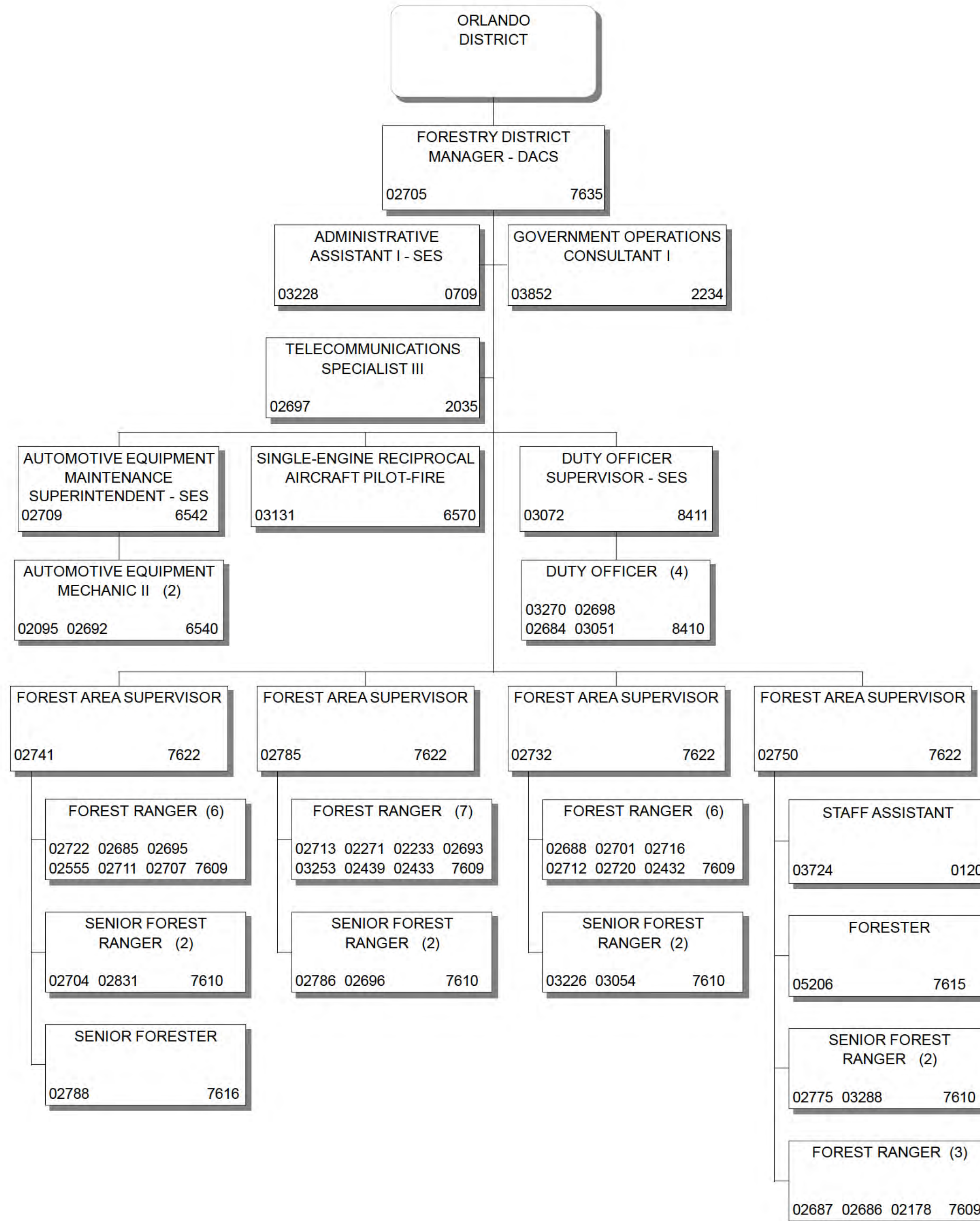
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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

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WACCASASSA FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 9/26/2014

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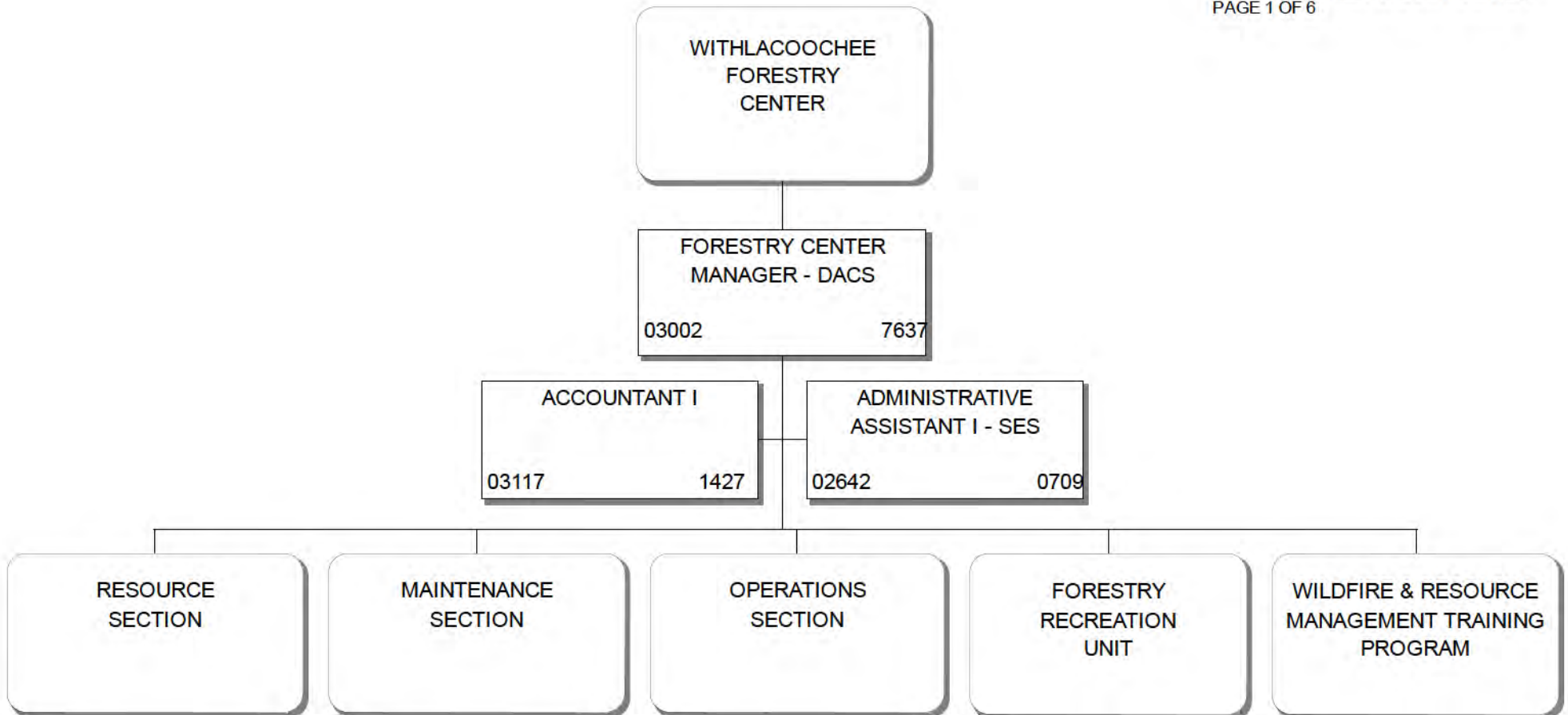


BUREAU OF FIELD OPERATIONS
ORLANDO DISTRICT
PAGE 1 OF 1

ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 08/29/2014

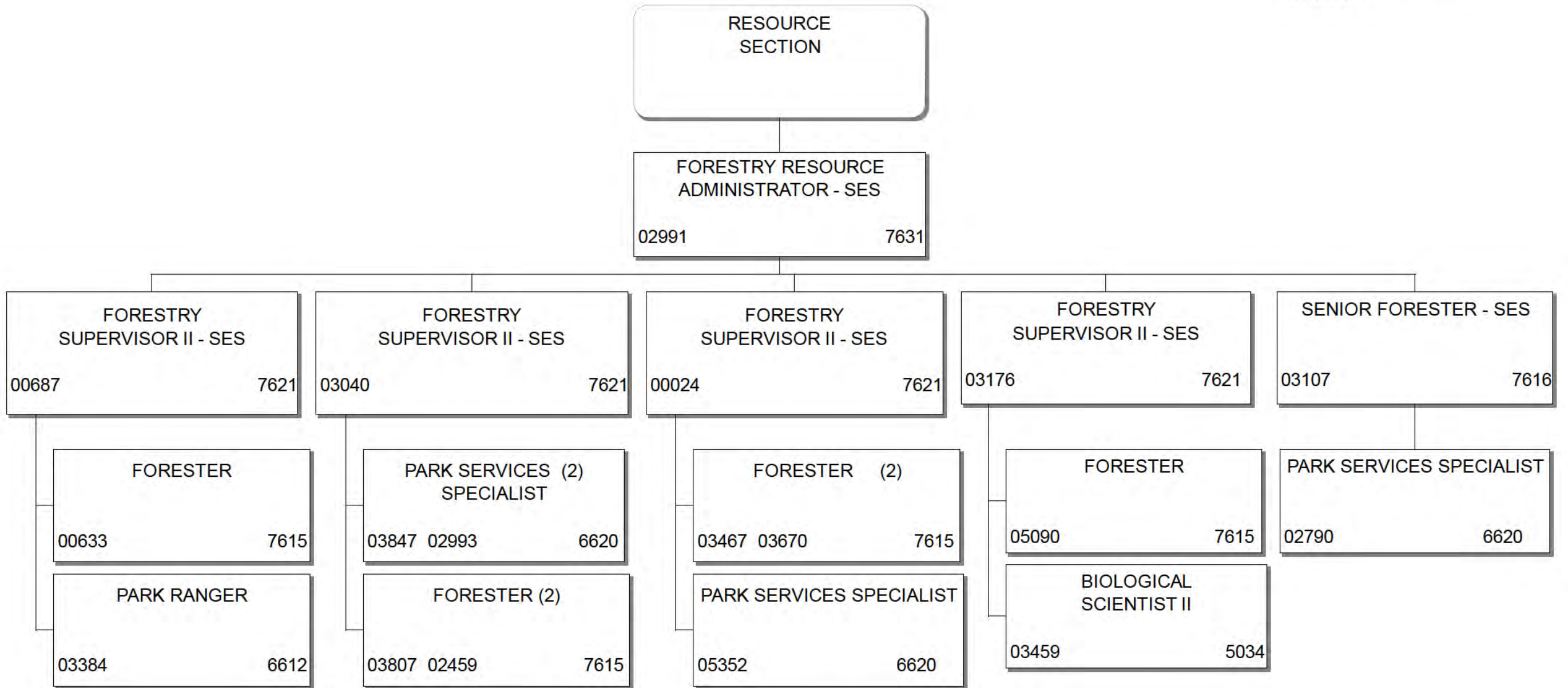
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WITHLACOOCHEE FORESTRY CENTER
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FLORIDA FOREST SERVICE**

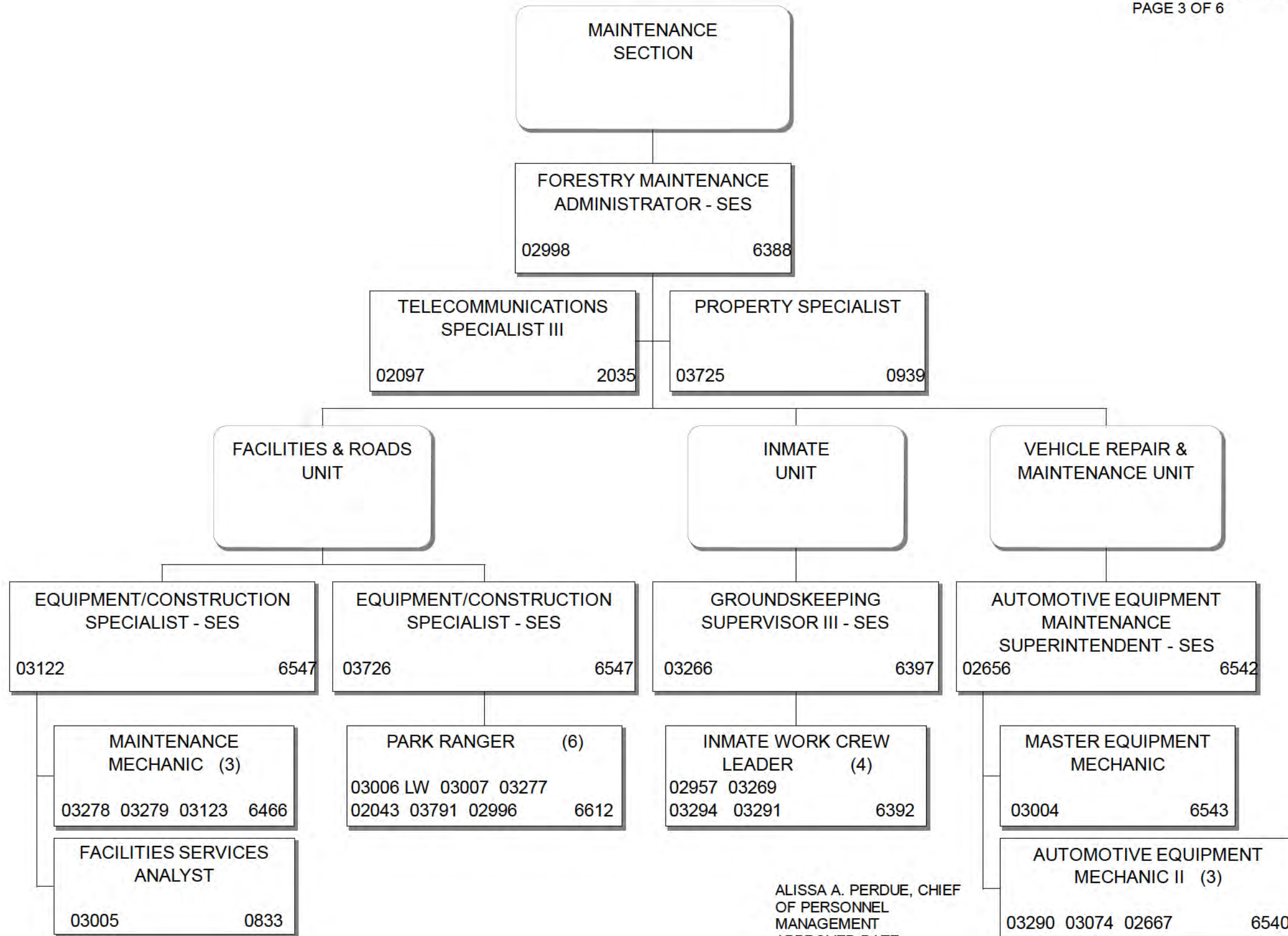
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WITHLACOOCHEE FORESTRY
CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/29/2018

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES FLORIDA FOREST SERVICE

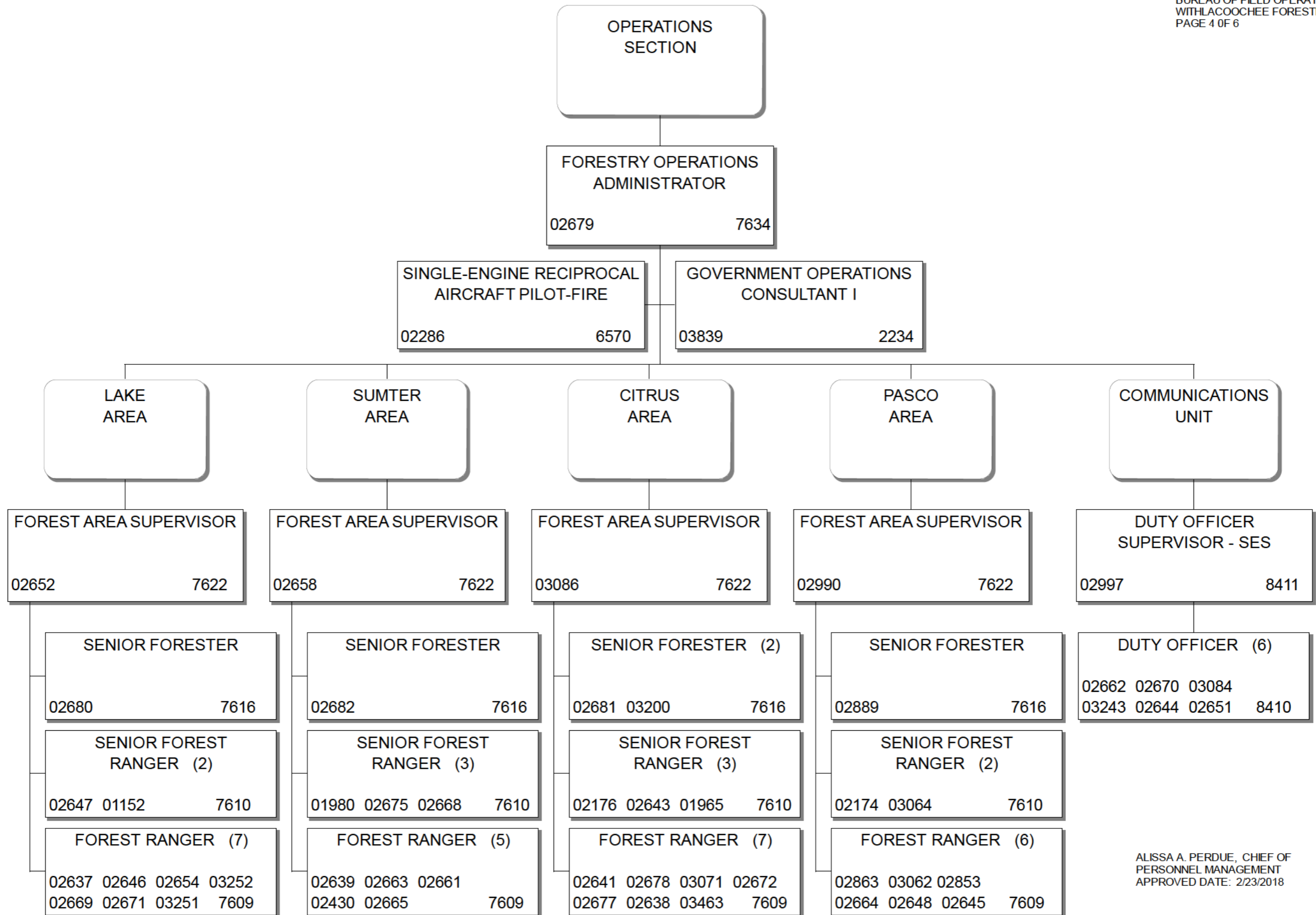
BUREAU OF FIELD OPERATIONS
WITHLACOOCHEE FORESTRY CENTER
PAGE 3 OF 6



ALISSA A. PERDUE, CHIEF
OF PERSONNEL
MANAGEMENT
APPROVED DATE:
12/16/2016

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

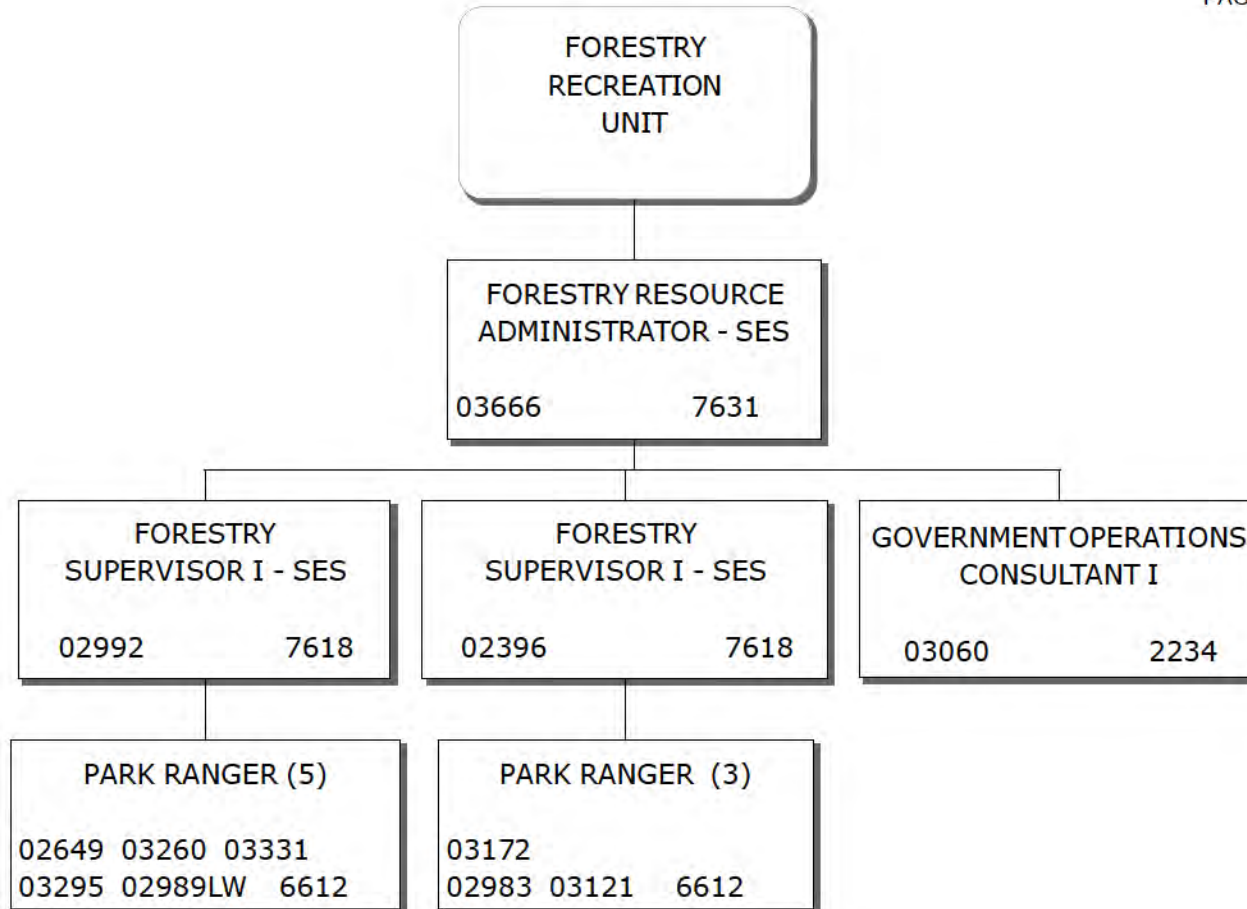
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WITHLACOOCHEE FORESTRY CENTER
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/23/2018

**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

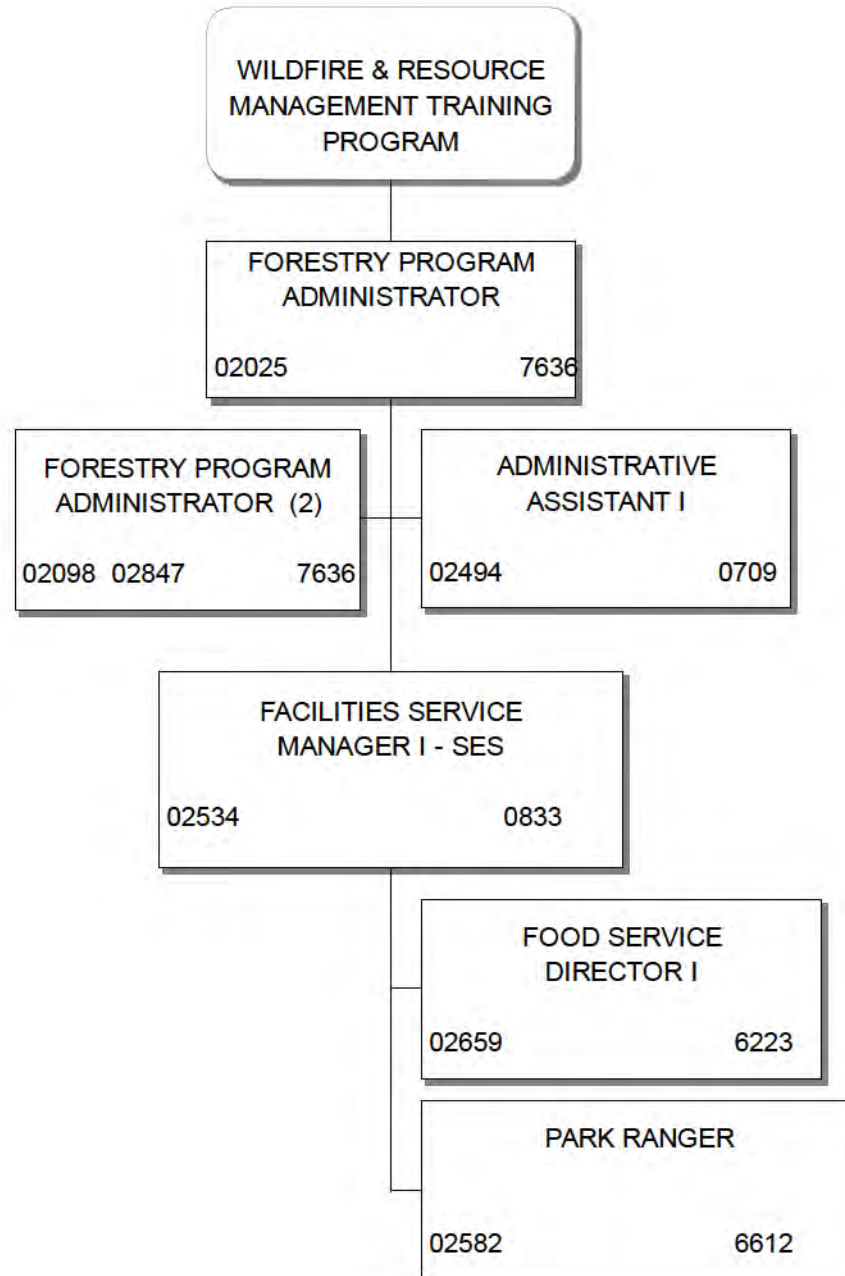
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PAGE 5 OF 6



ALISSA A. PERDUE, CHIEF
OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/22/2012

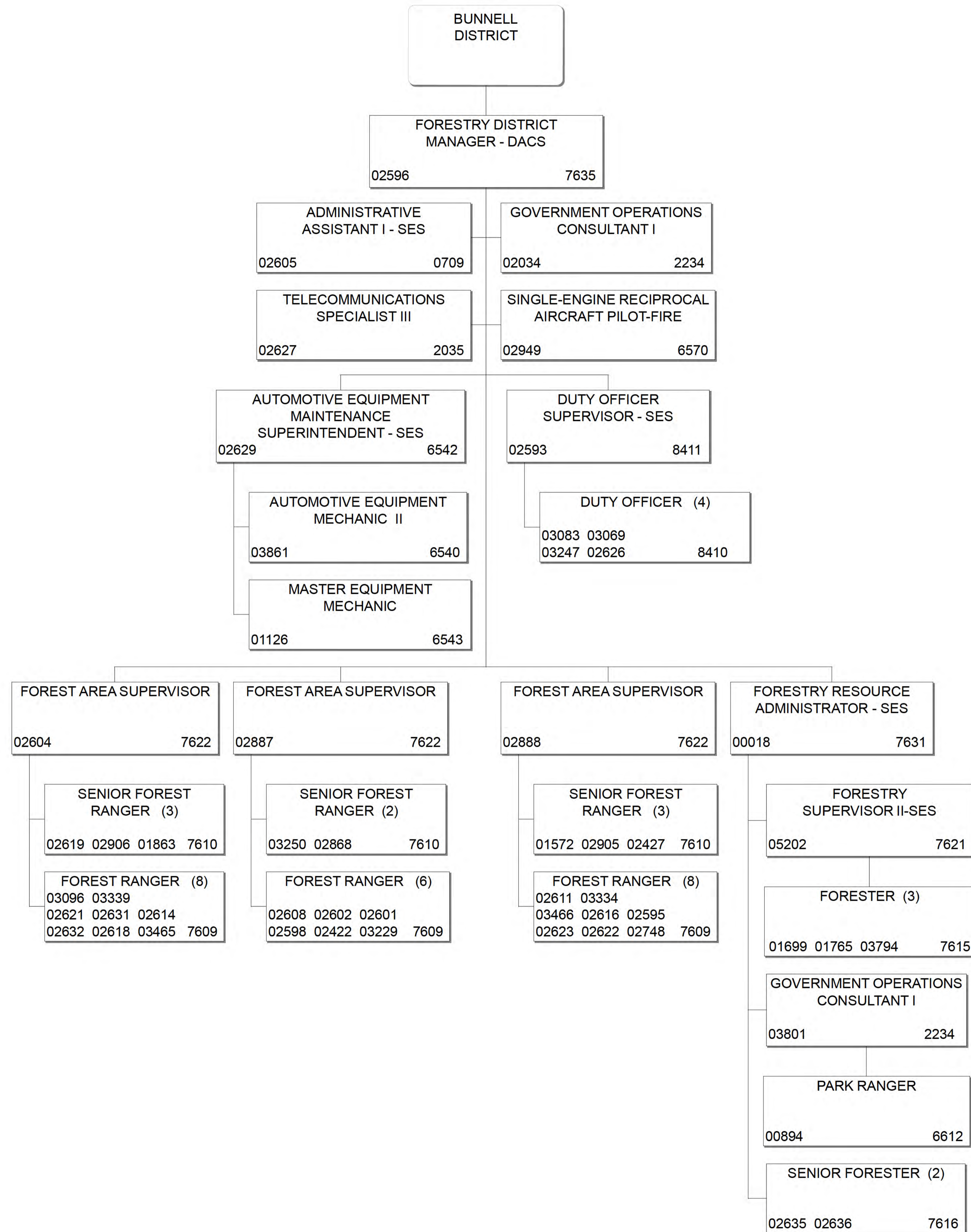
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FLORIDA FOREST SERVICE**

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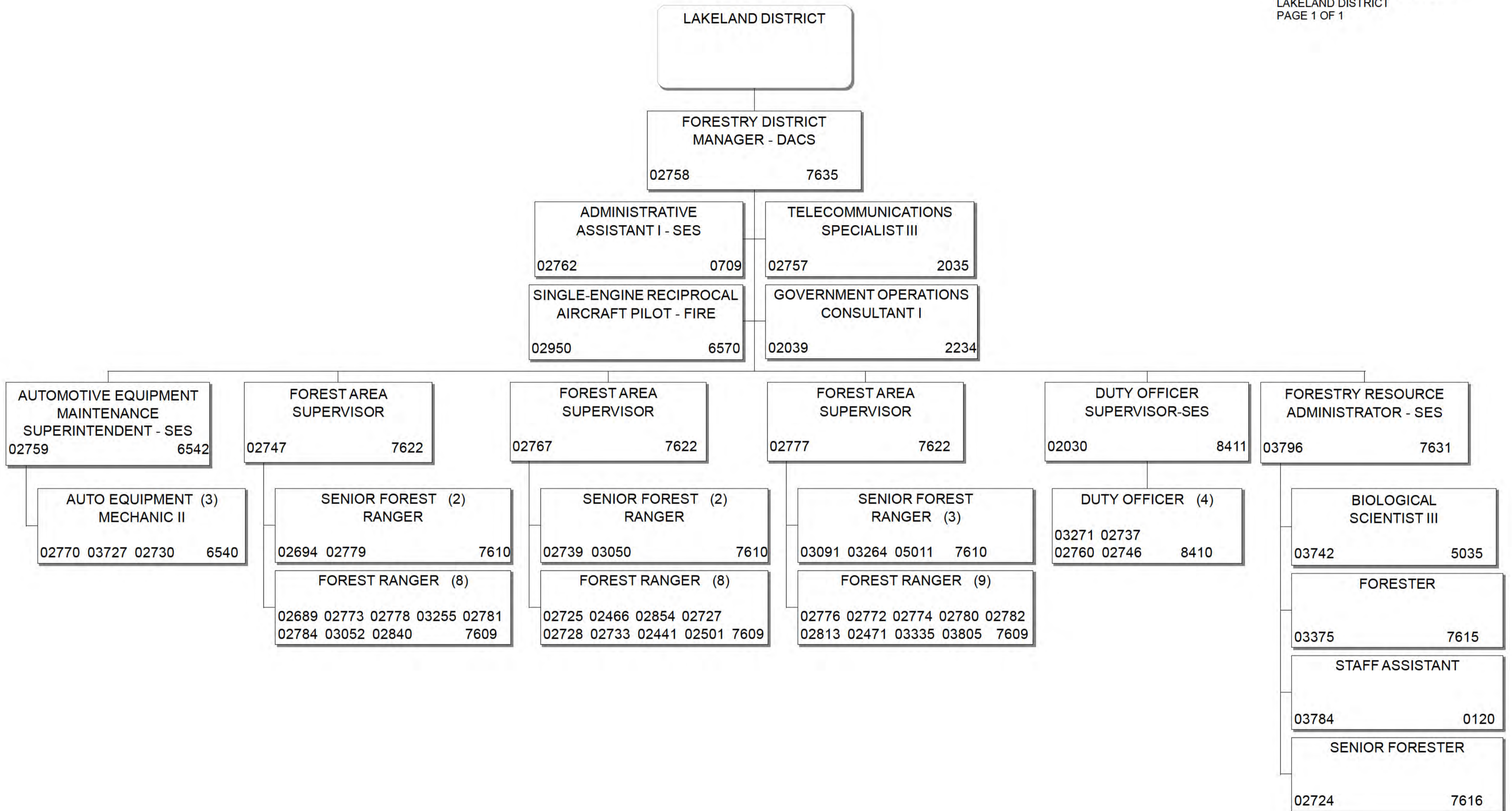
ALISSA A. PERDUE, CHIEF
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PERSONNEL MANAGEMENT
APPROVED DATE: 6/30/2017

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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



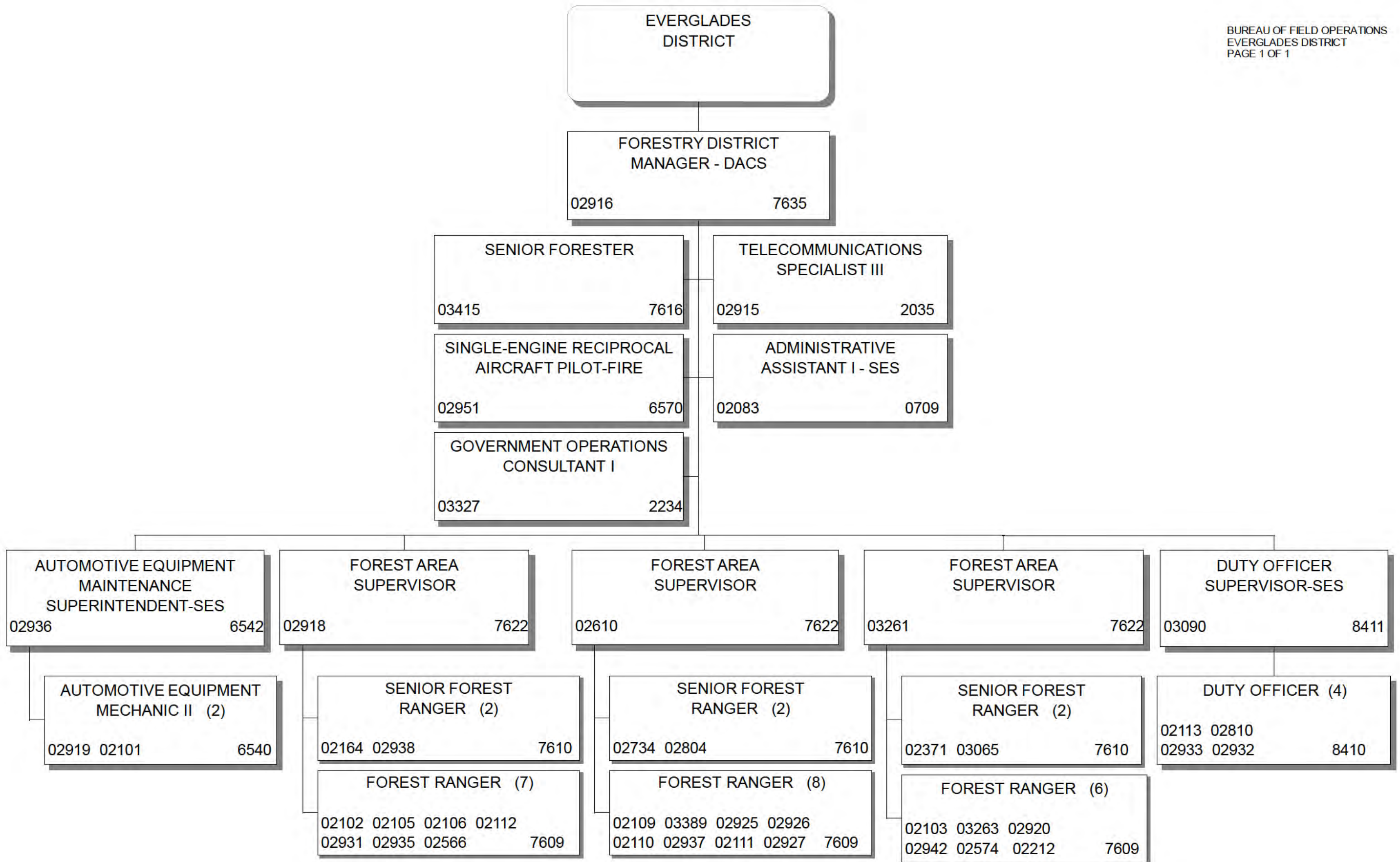
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FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
LAKELAND DISTRICT
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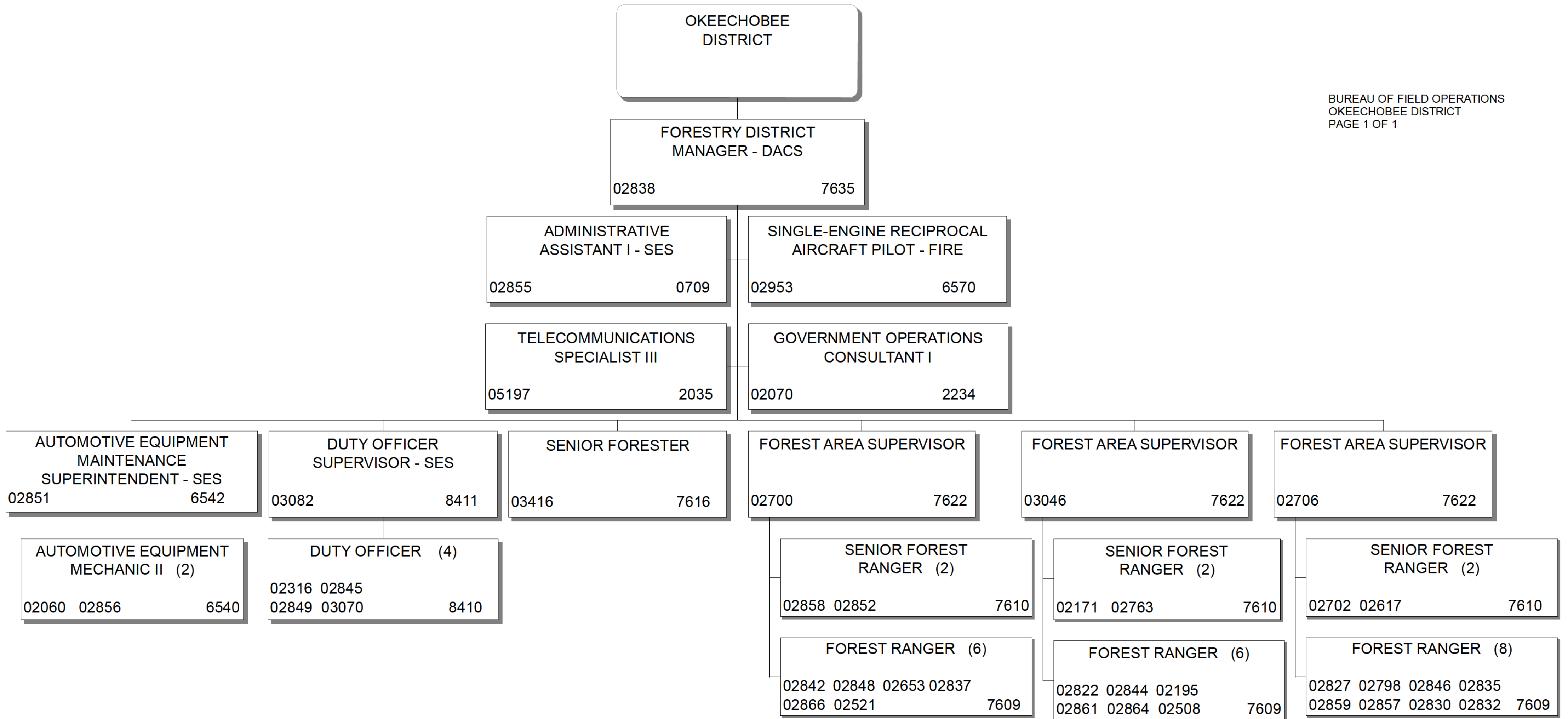


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AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
EVERGLADES DISTRICT
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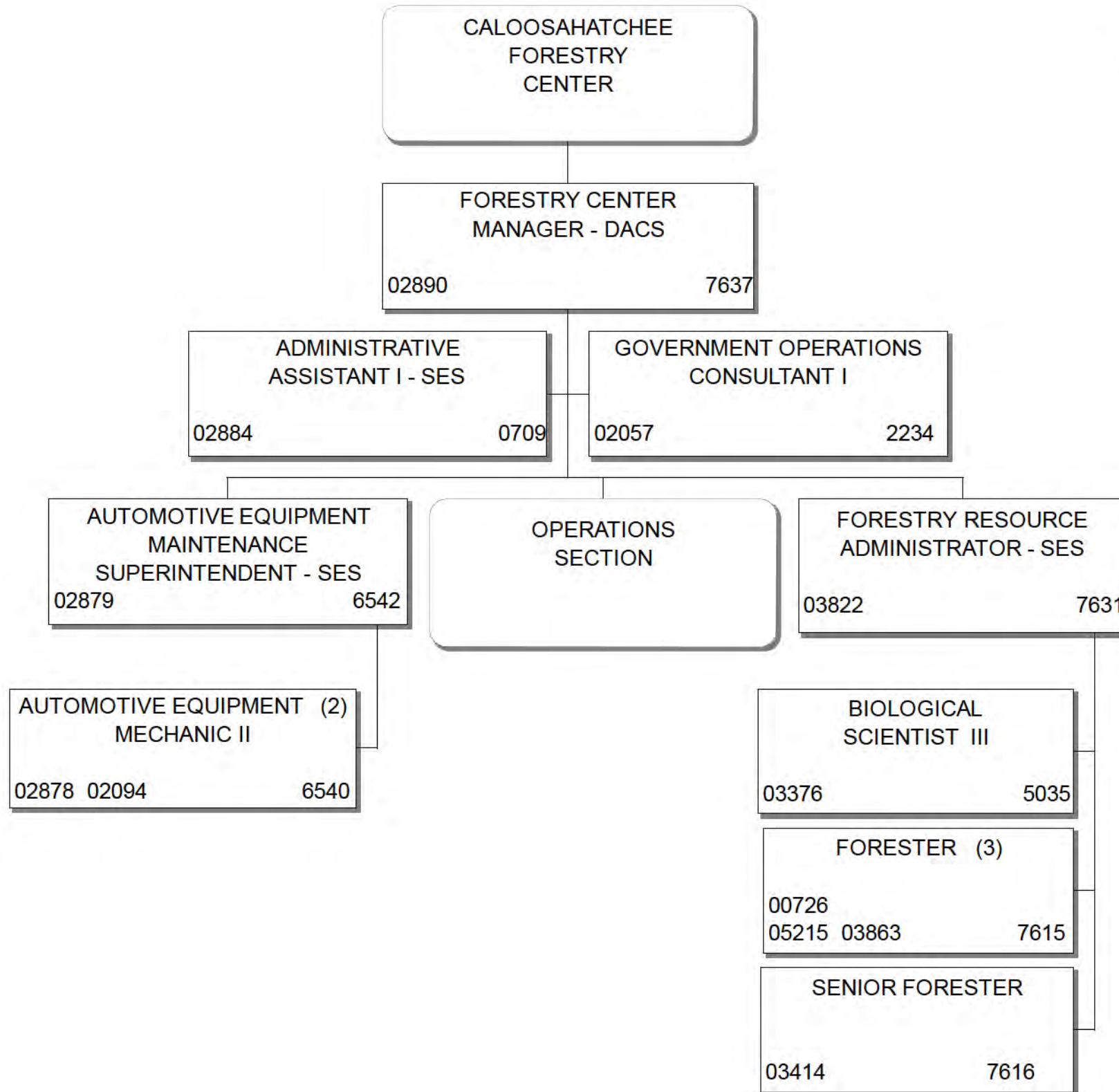
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
FLORIDA FOREST SERVICE**



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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 3/27/2015

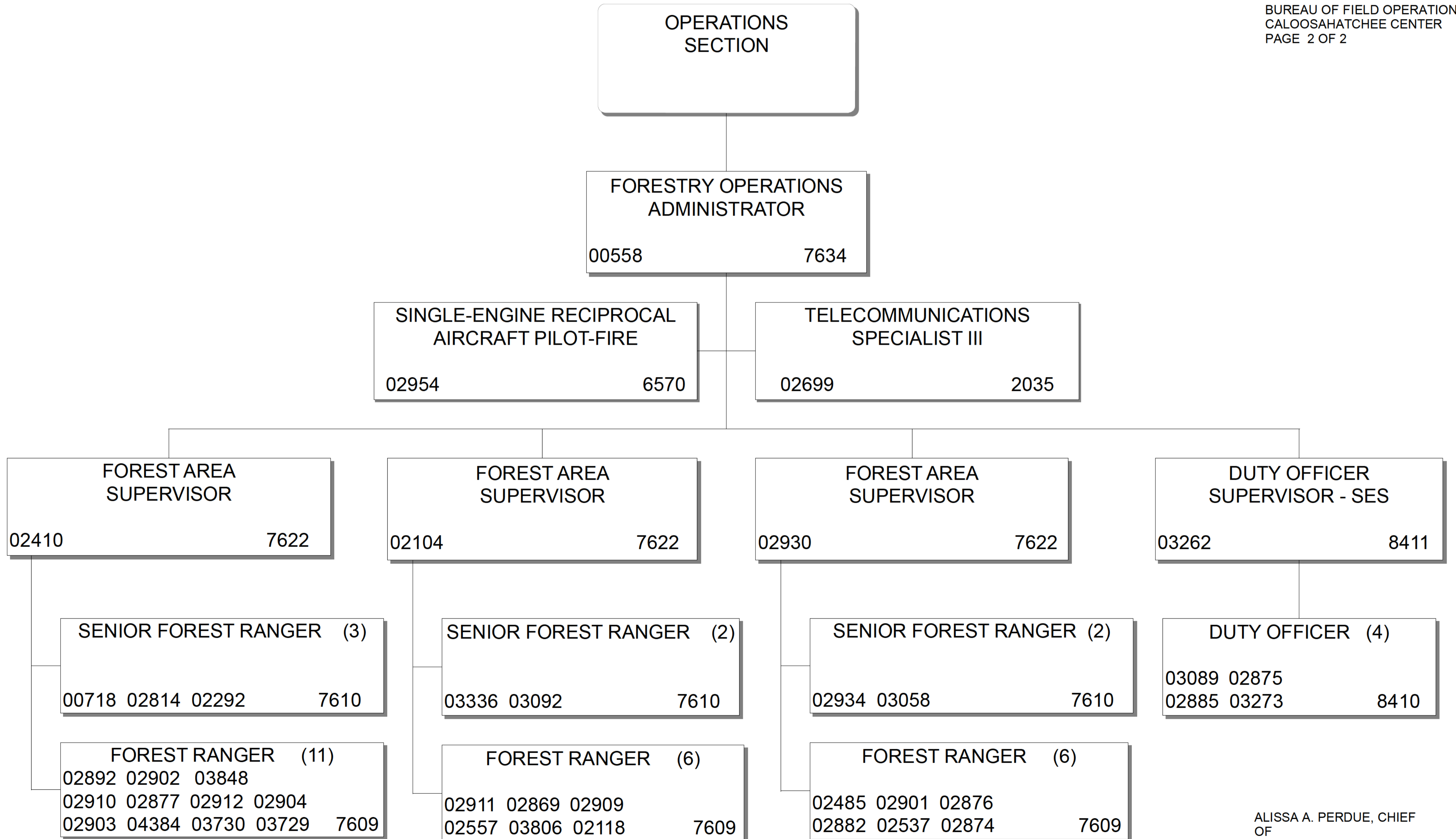
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BUREAU OF FIELD OPERATIONS
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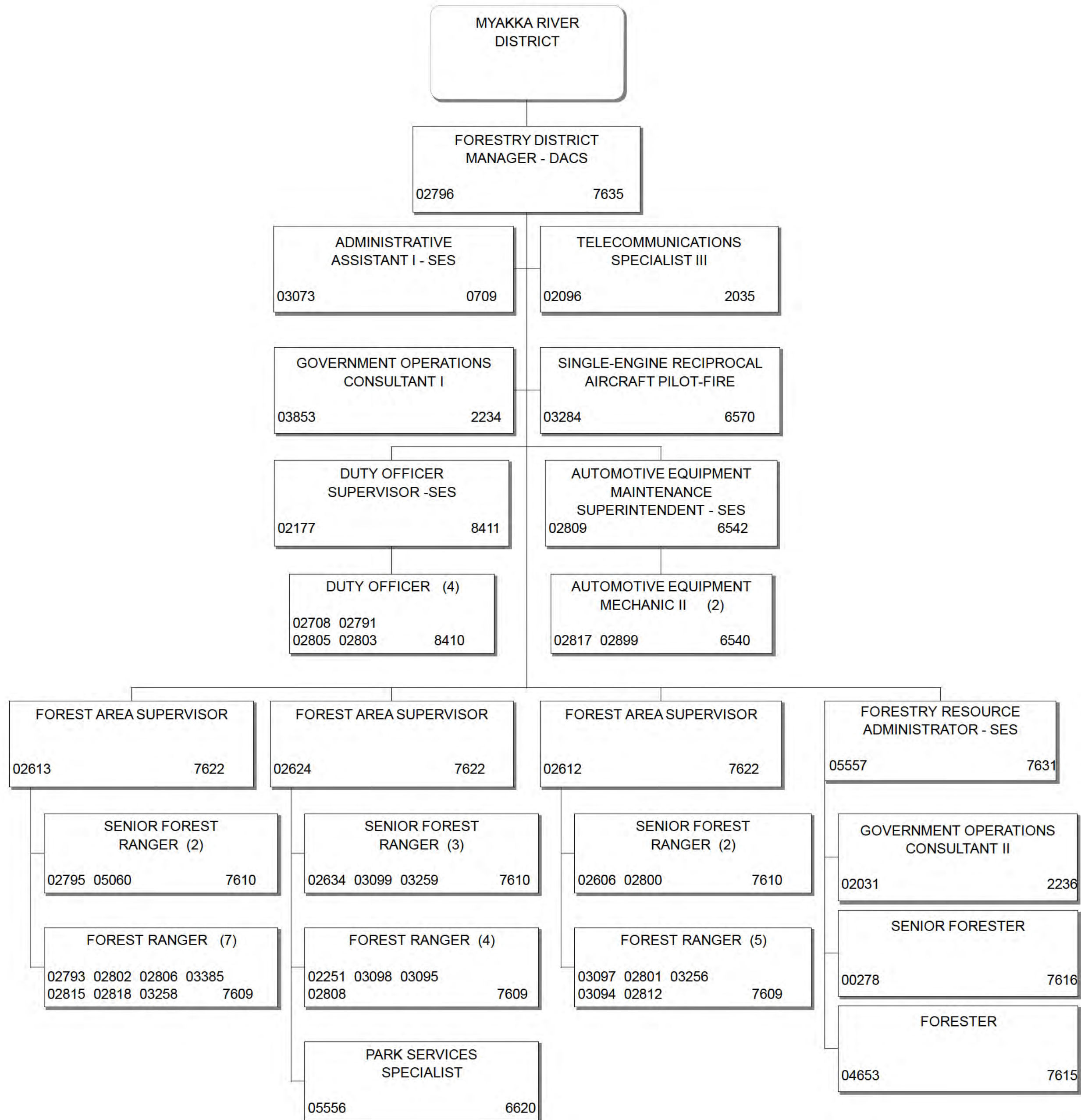
**DEPARTMENT OF AGRICULTURE
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FLORIDA FOREST SERVICE**

BUREAU OF FIELD OPERATIONS
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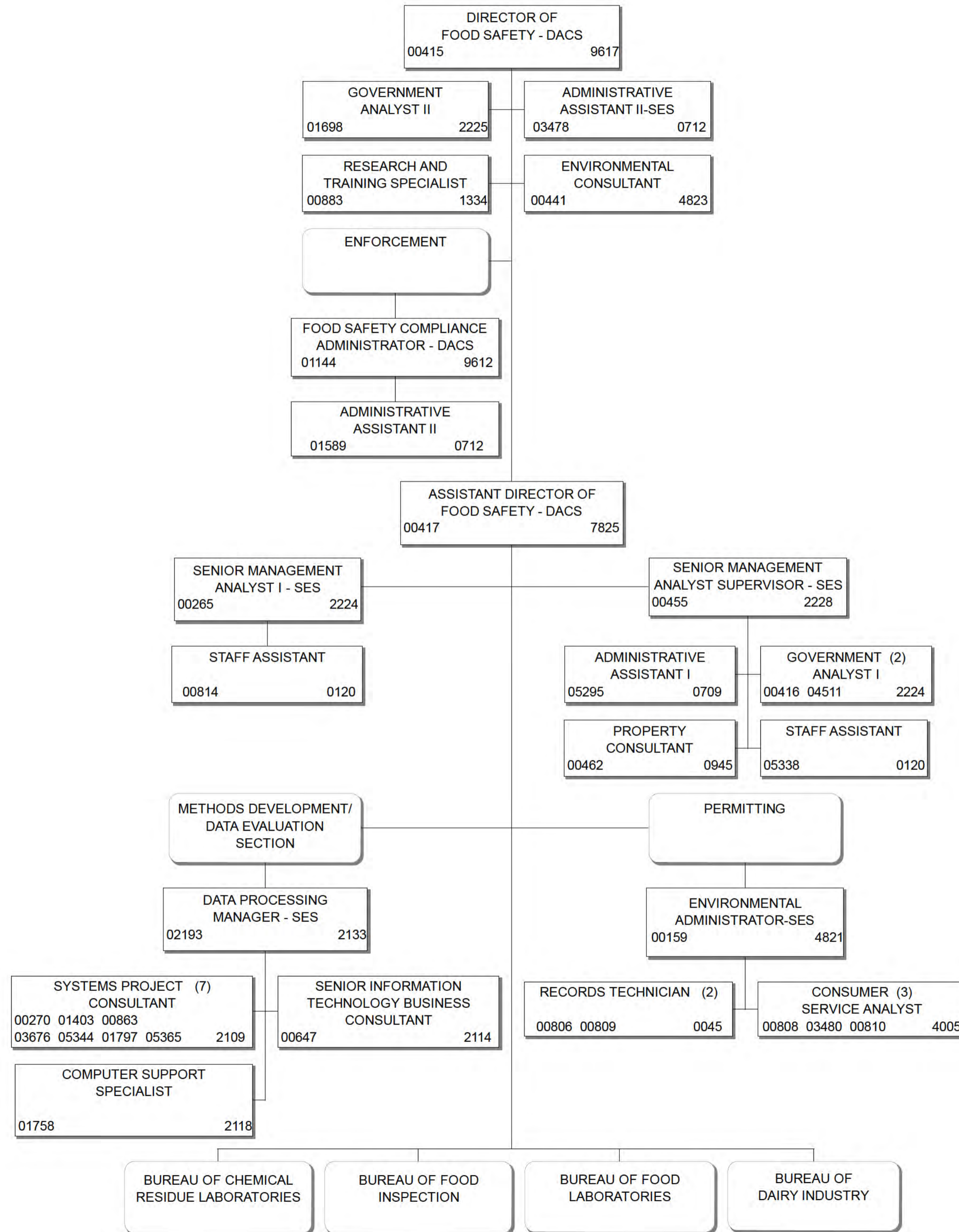
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
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**DEPARTMENT OF AGRICULTURE
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DIVISION OF FOOD SAFETY**

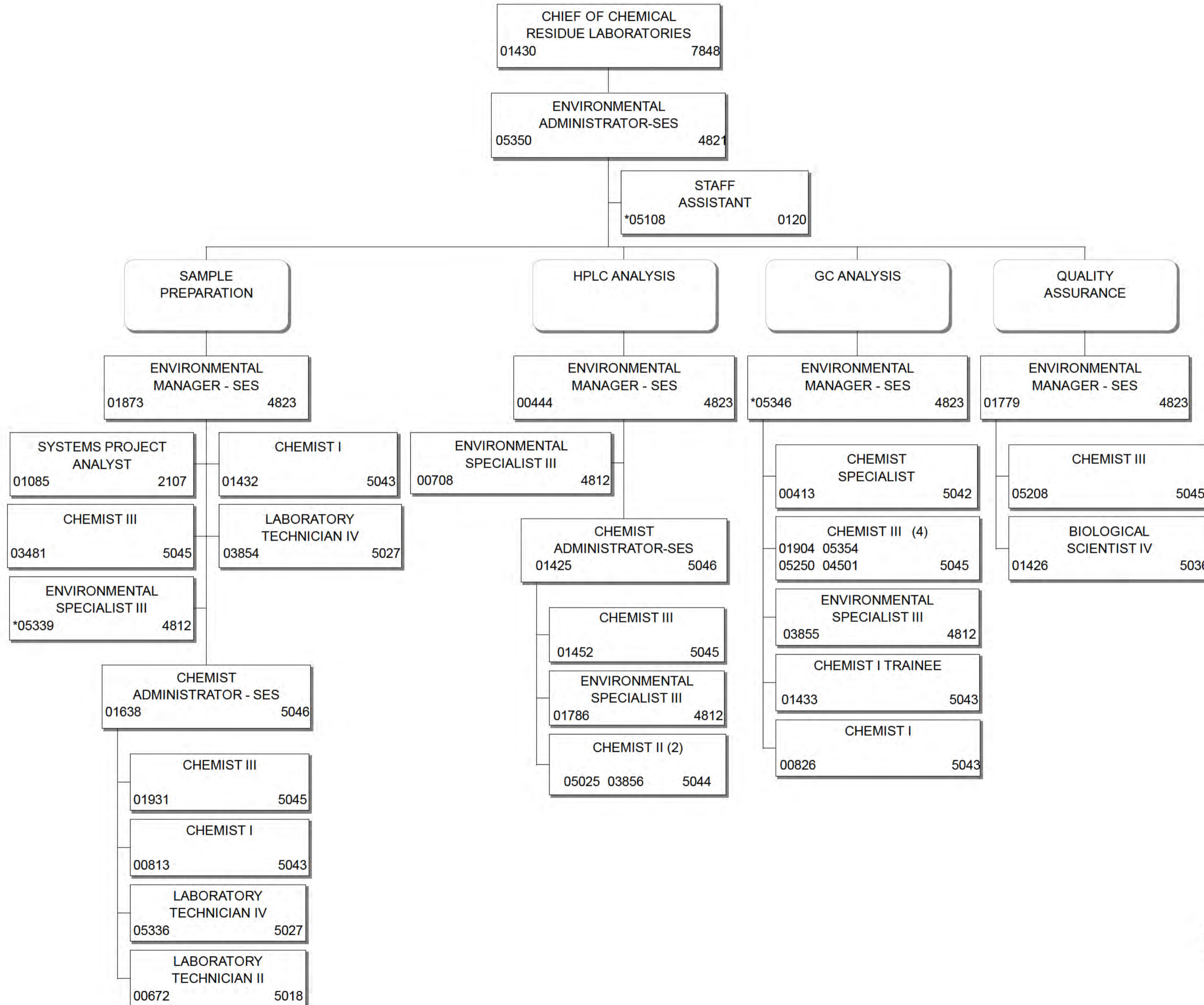
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ADMINISTRATION
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ALISSA A. PERDUE, CHIEF OF PERSONNEL MANAGEMENT
APPROVED DATE: 11/3/2017

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF FOOD SAFETY

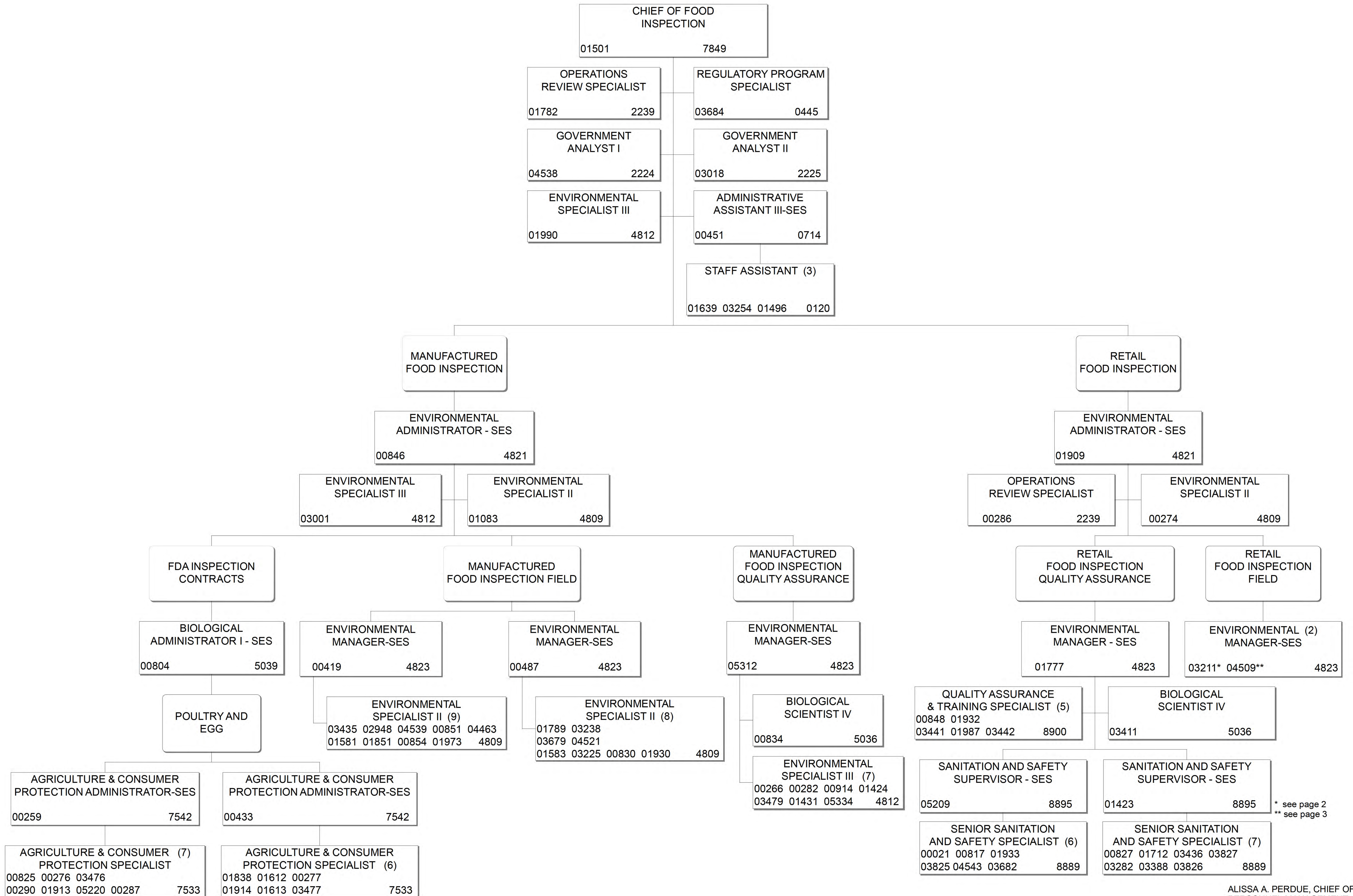
BUREAU OF CHEMICAL
RESIDUE
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*USDA Funded Position

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/29/2018

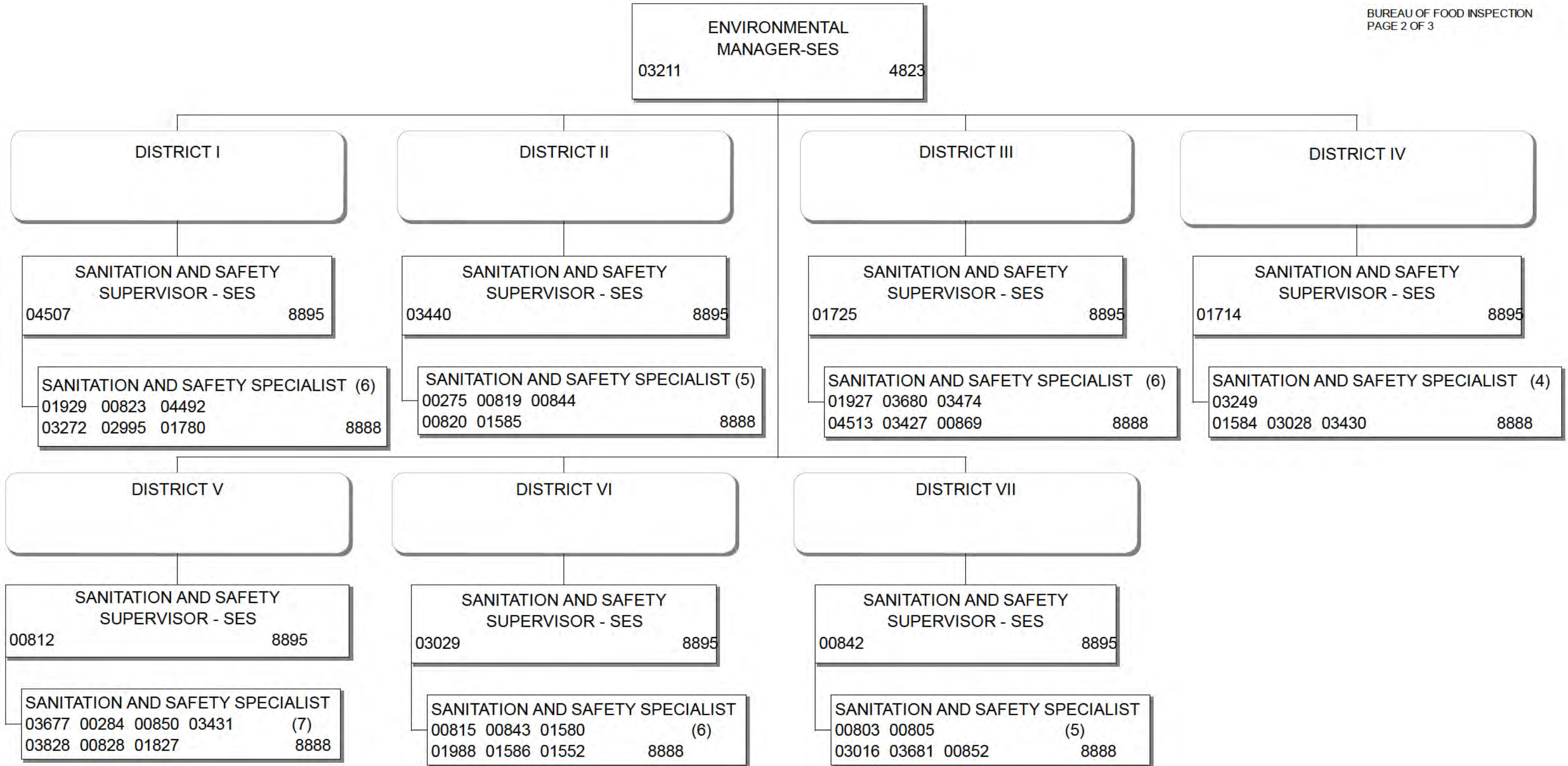
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FOOD SAFETY**



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**DEPARTMENT OF AGRICULTURE
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DIVISION OF FOOD SAFETY**

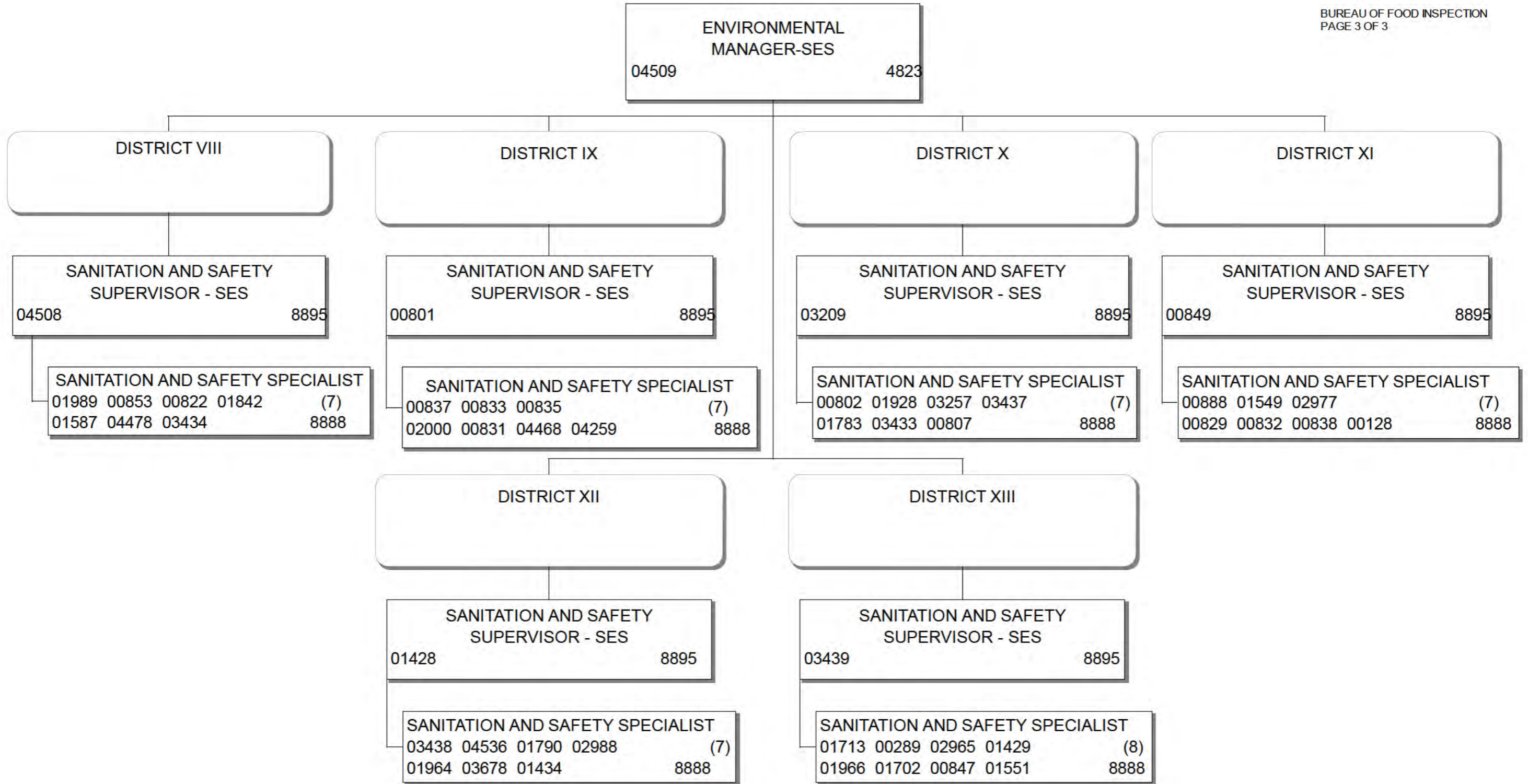
BUREAU OF FOOD INSPECTION
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/26/2018

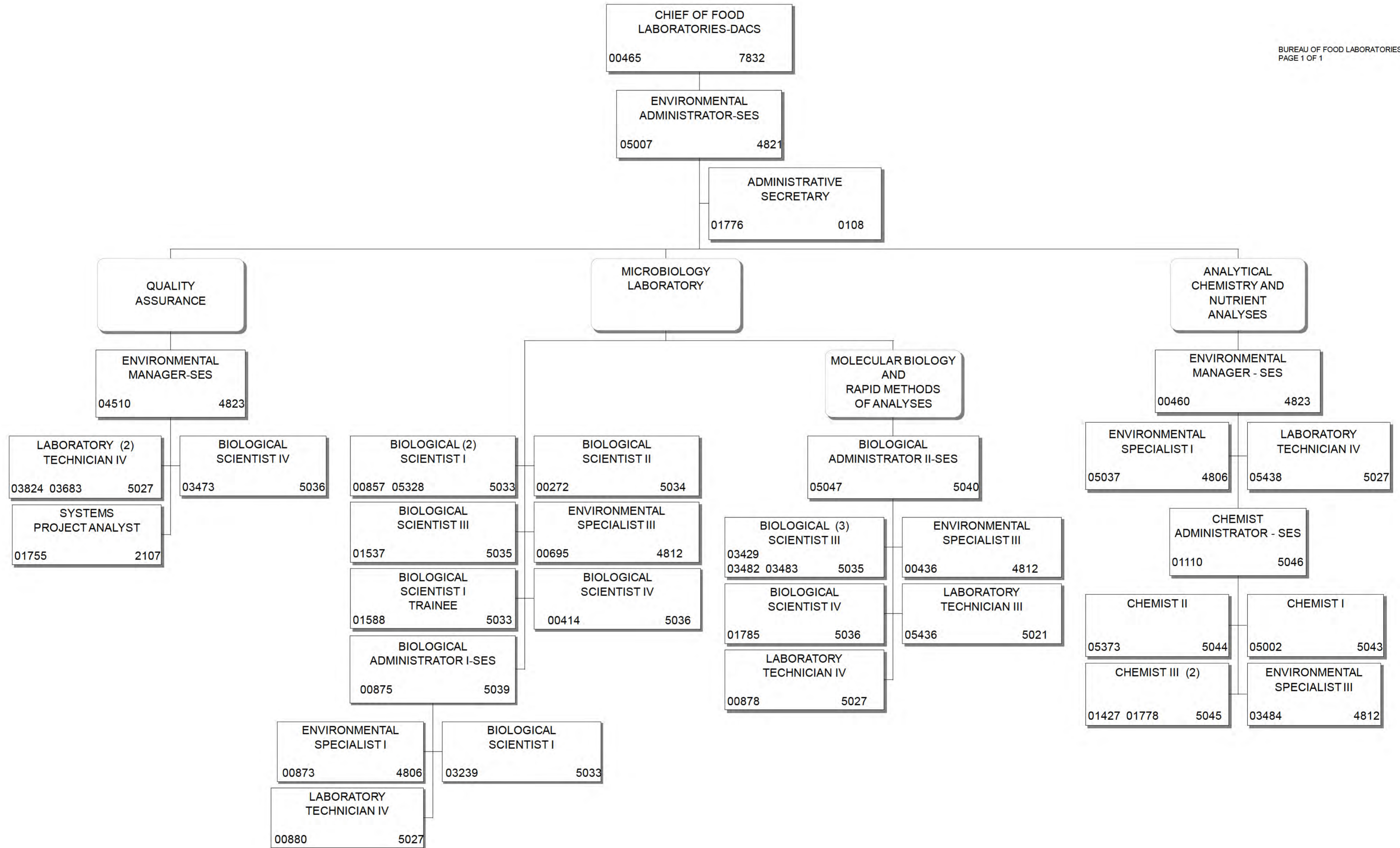
**DEPARTMENT OF AGRICULTURE
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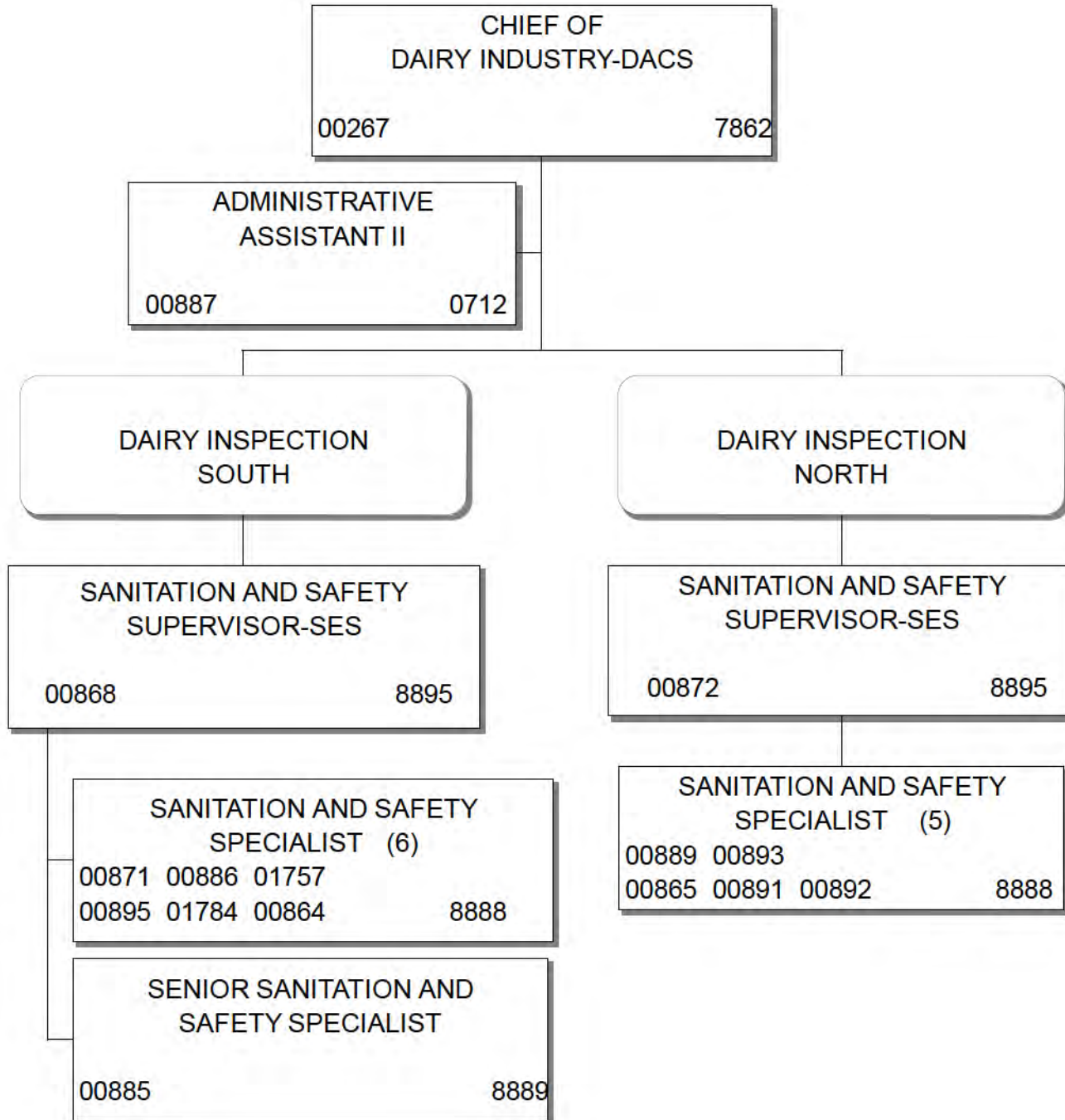
ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 5/18/2018

**DEPARTMENT OF AGRICULTURE
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DIVISION OF FOOD SAFETY**



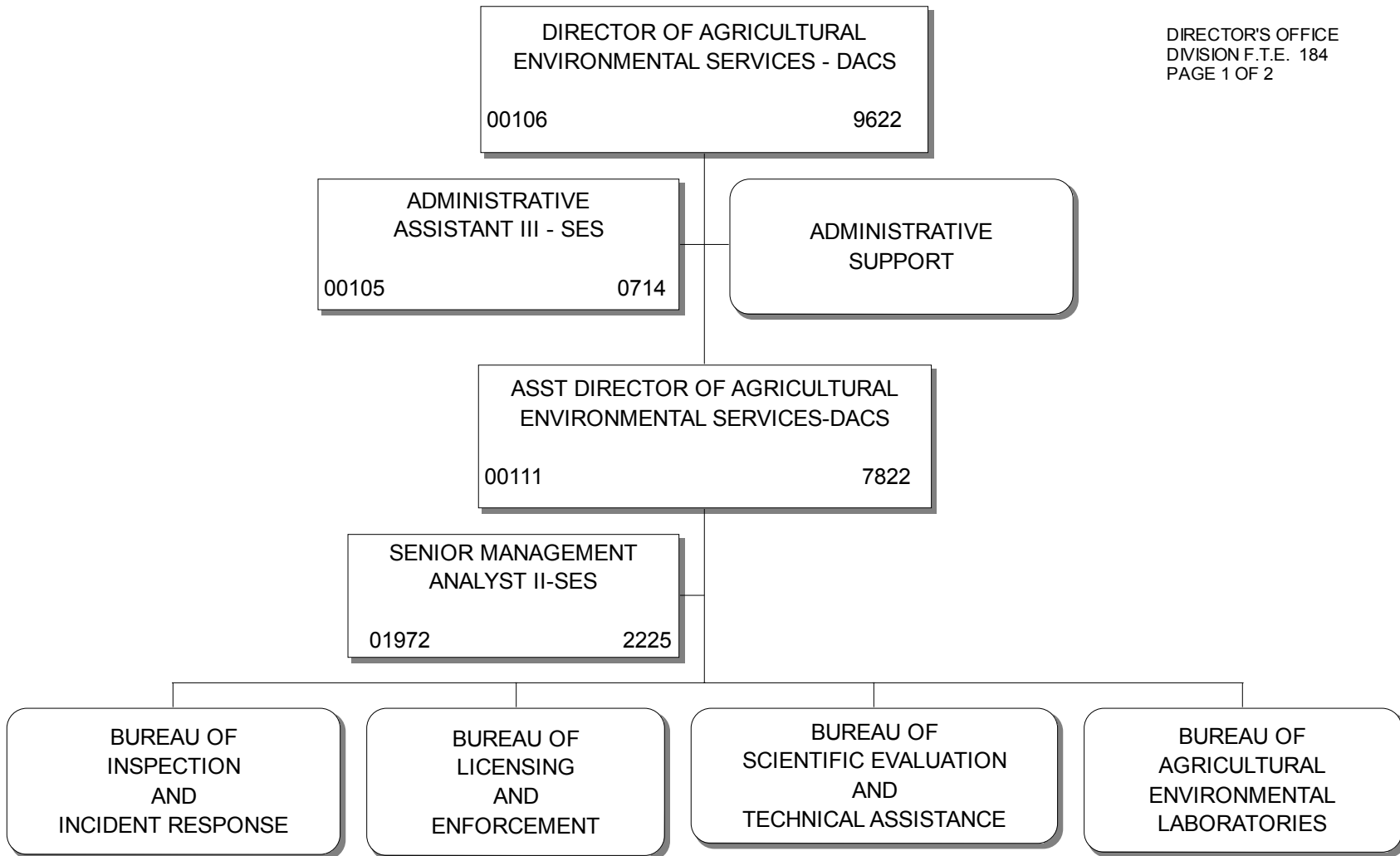
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DIVISION OF FOOD SAFETY**

BUREAU OF DAIRY INDUSTRY
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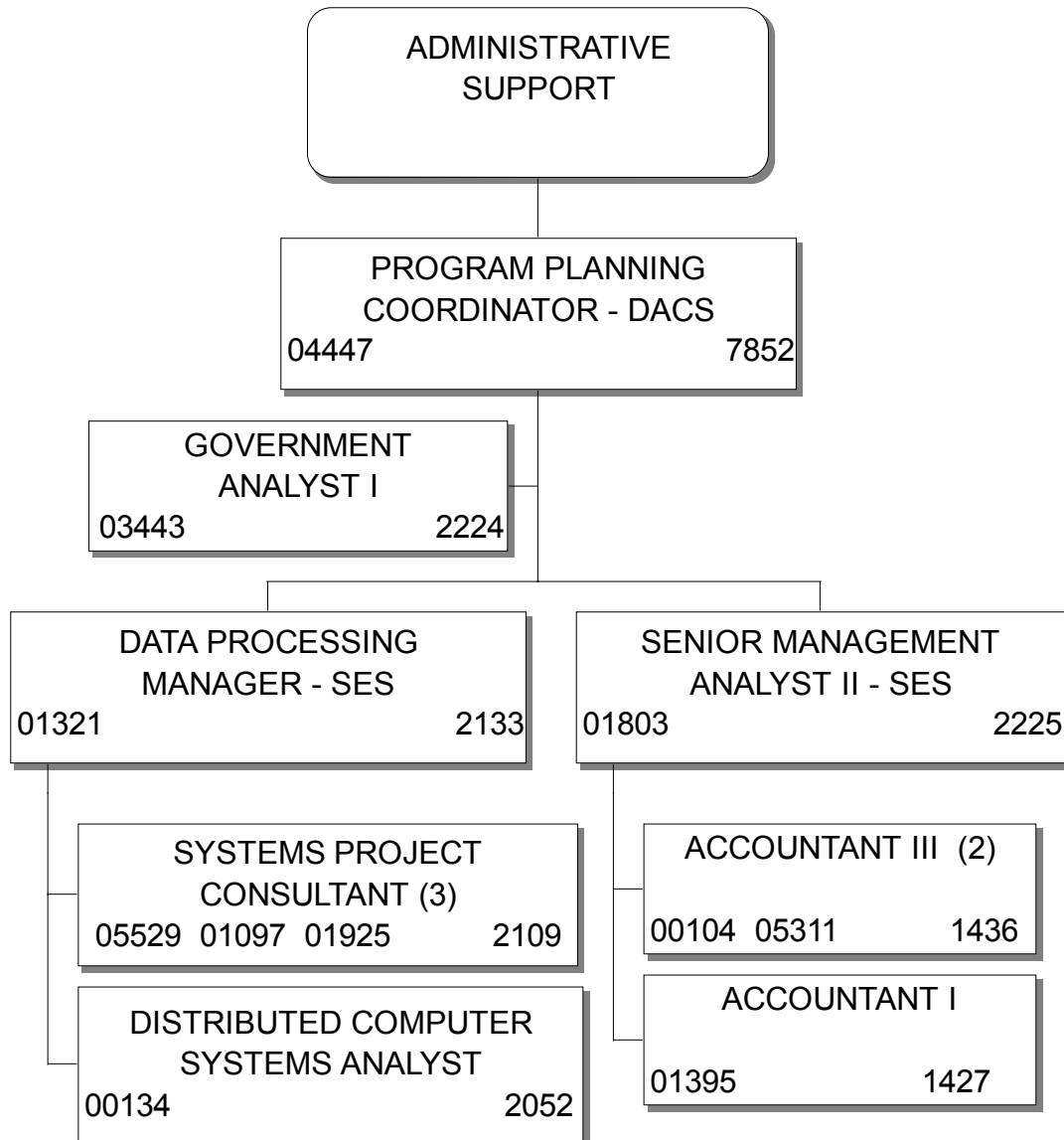
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

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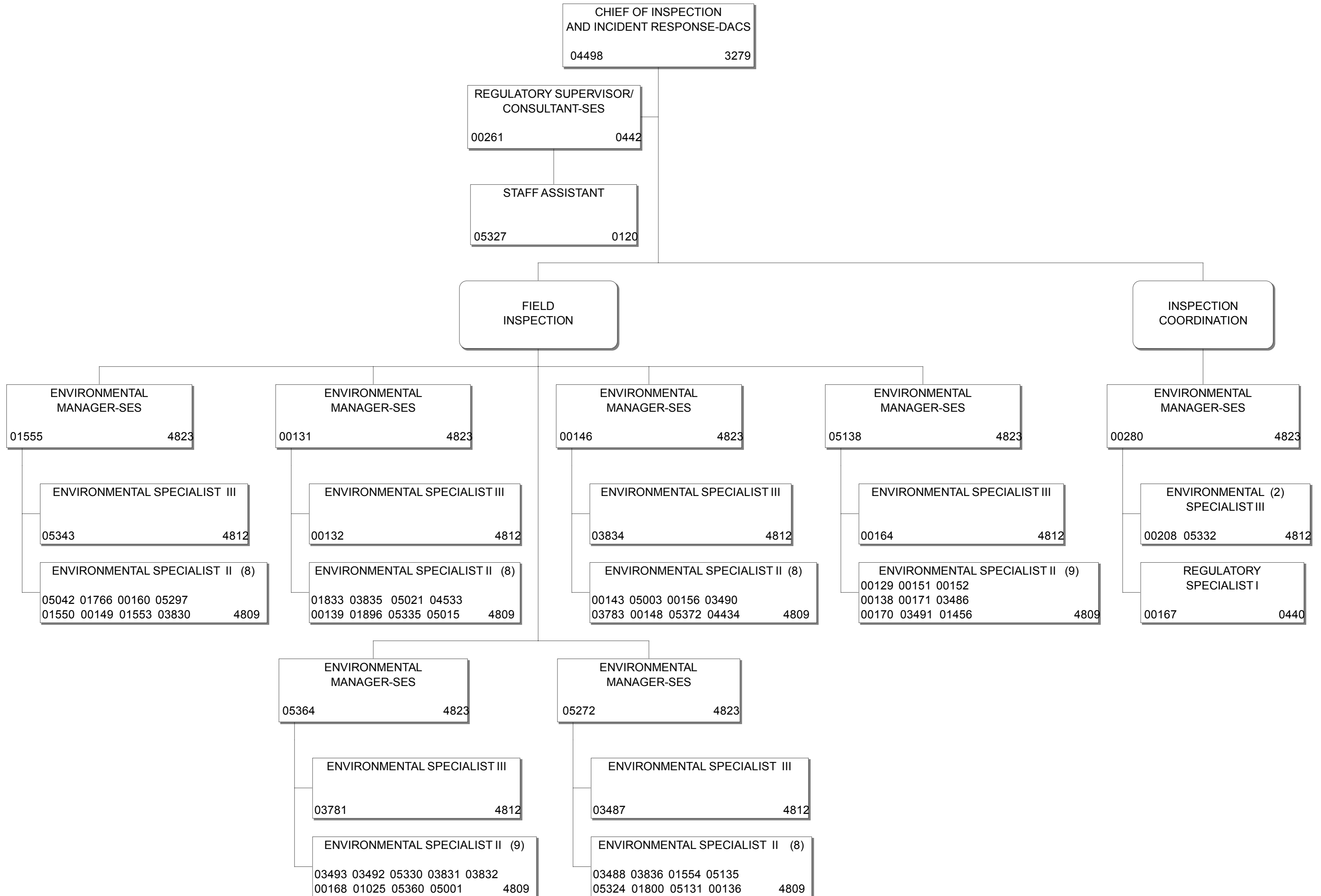
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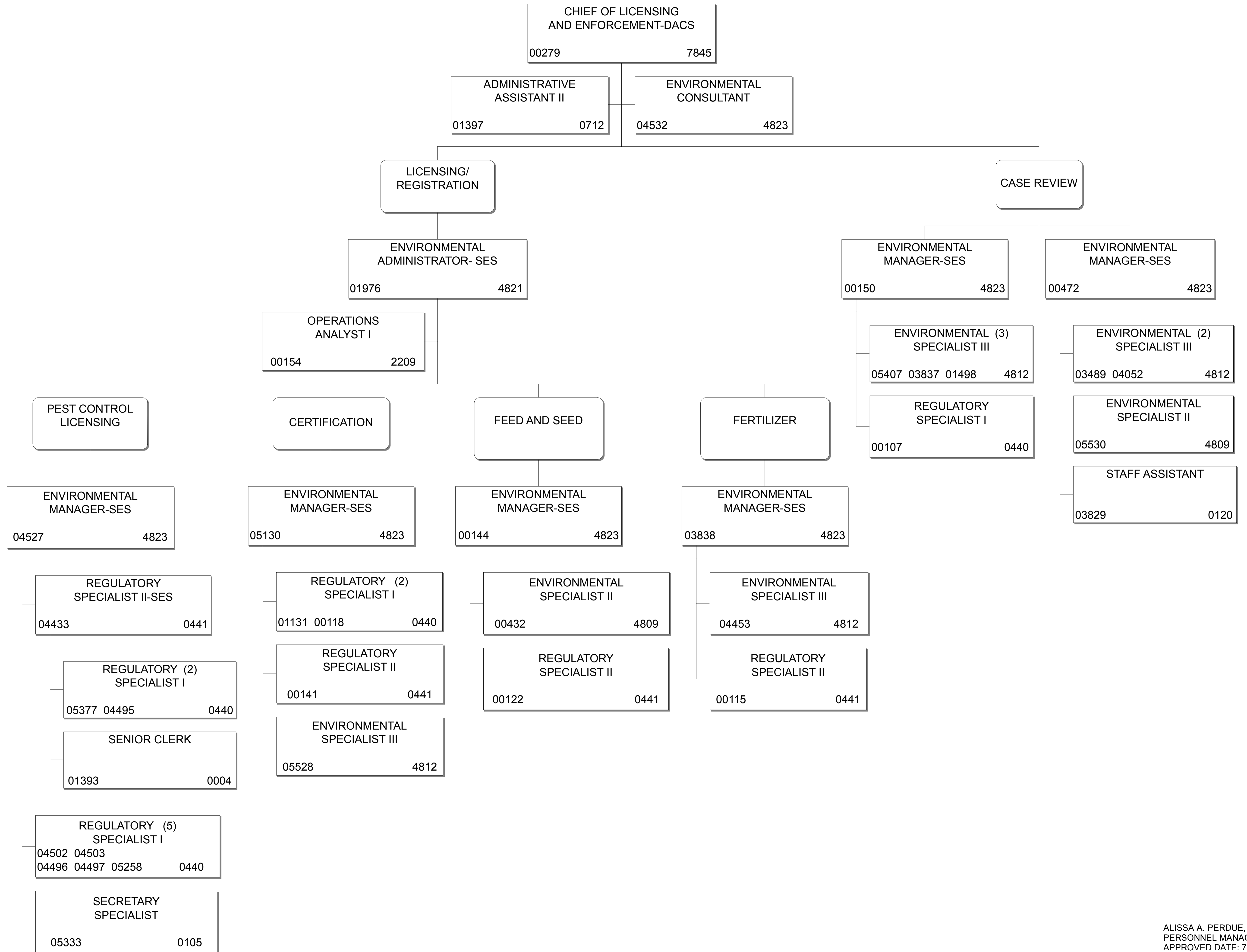


ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 11/3/2017

**DEPARTMENT OF AGRICULTURE
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AGRICULTURAL ENVIRONMENTAL SERVICES**

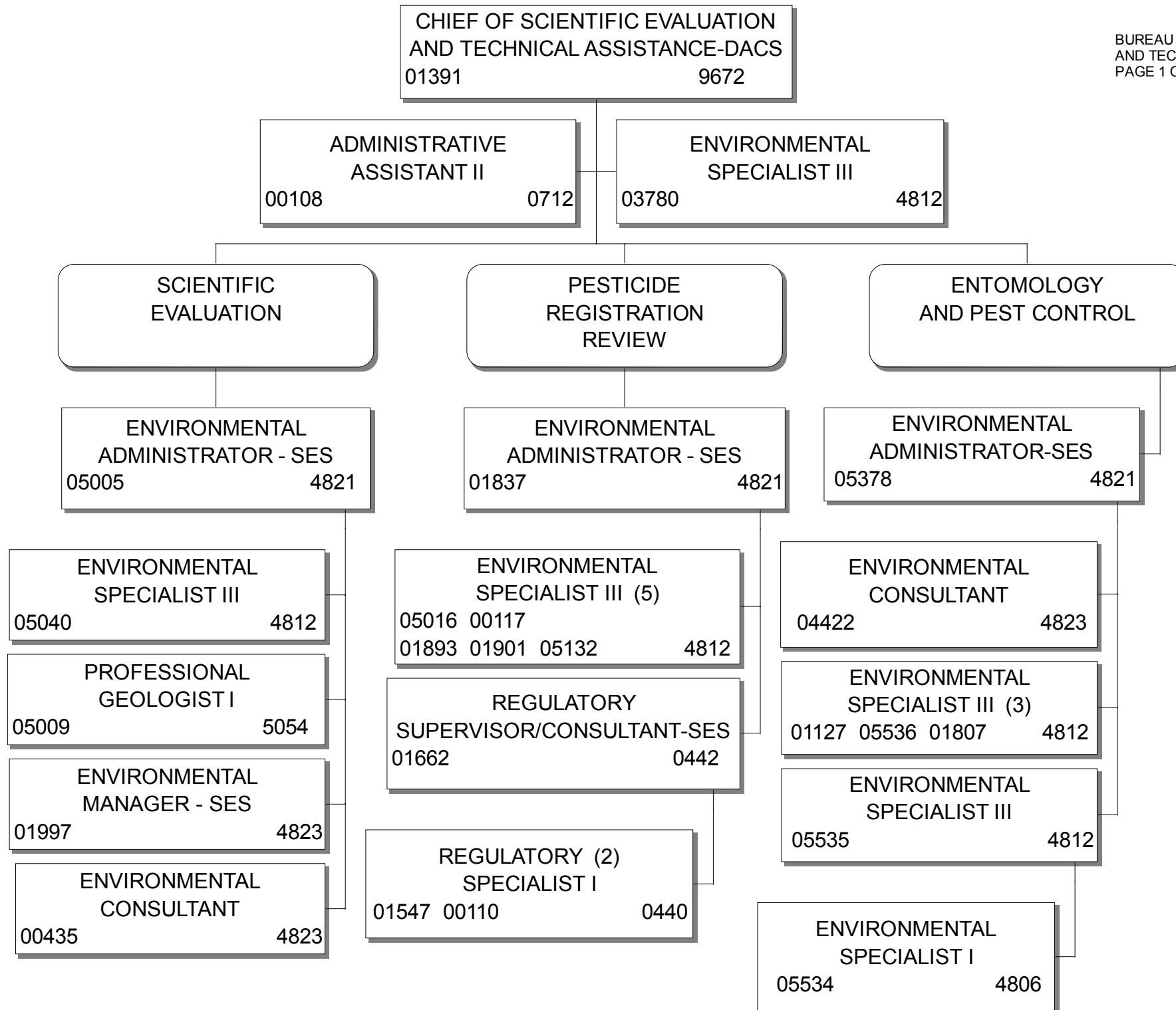


**DEPARTMENT OF AGRICULTURE
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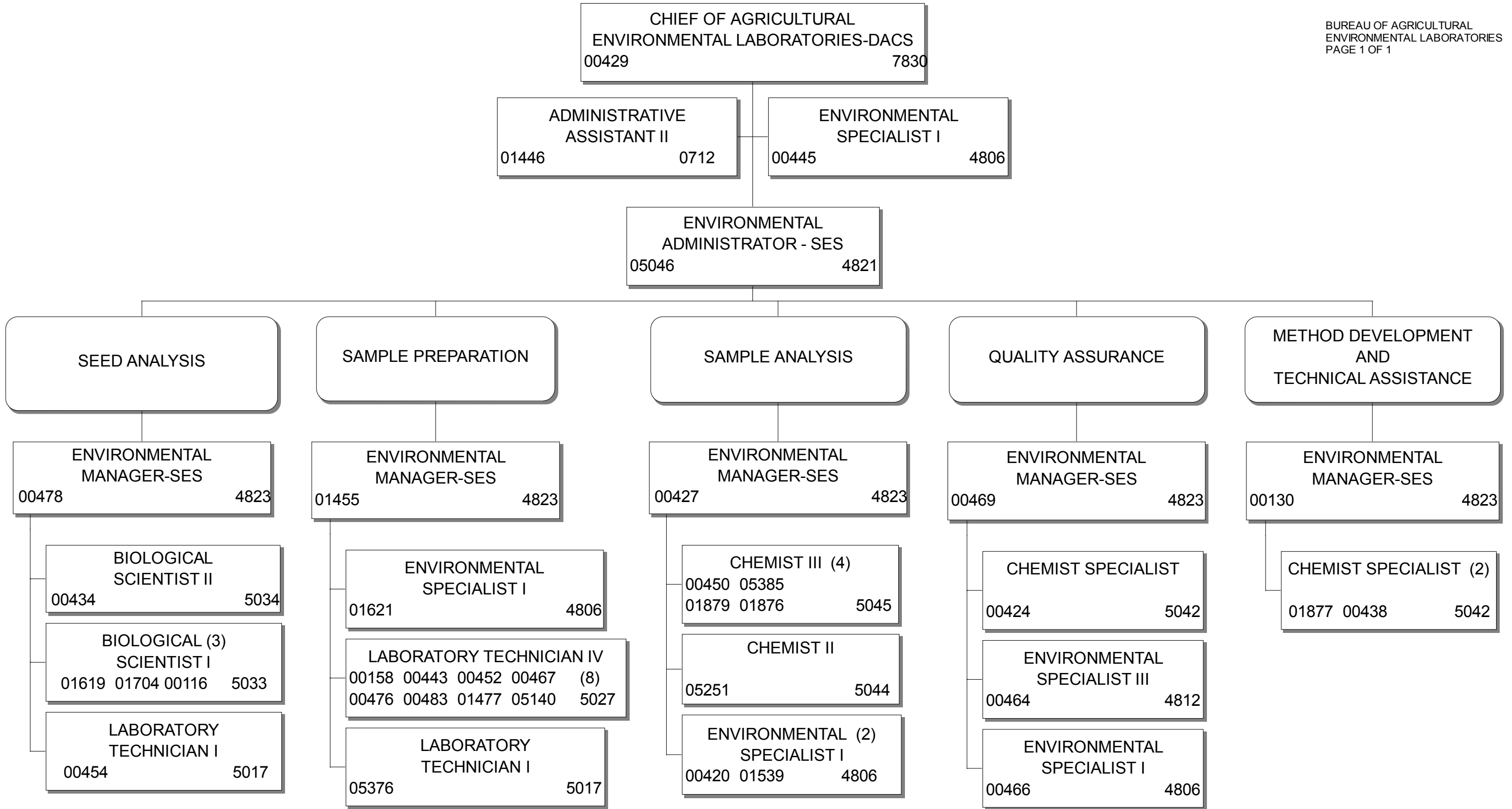
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AGRICULTURAL ENVIRONMENTAL SERVICES**

BUREAU OF SCIENTIFIC EVALUATION
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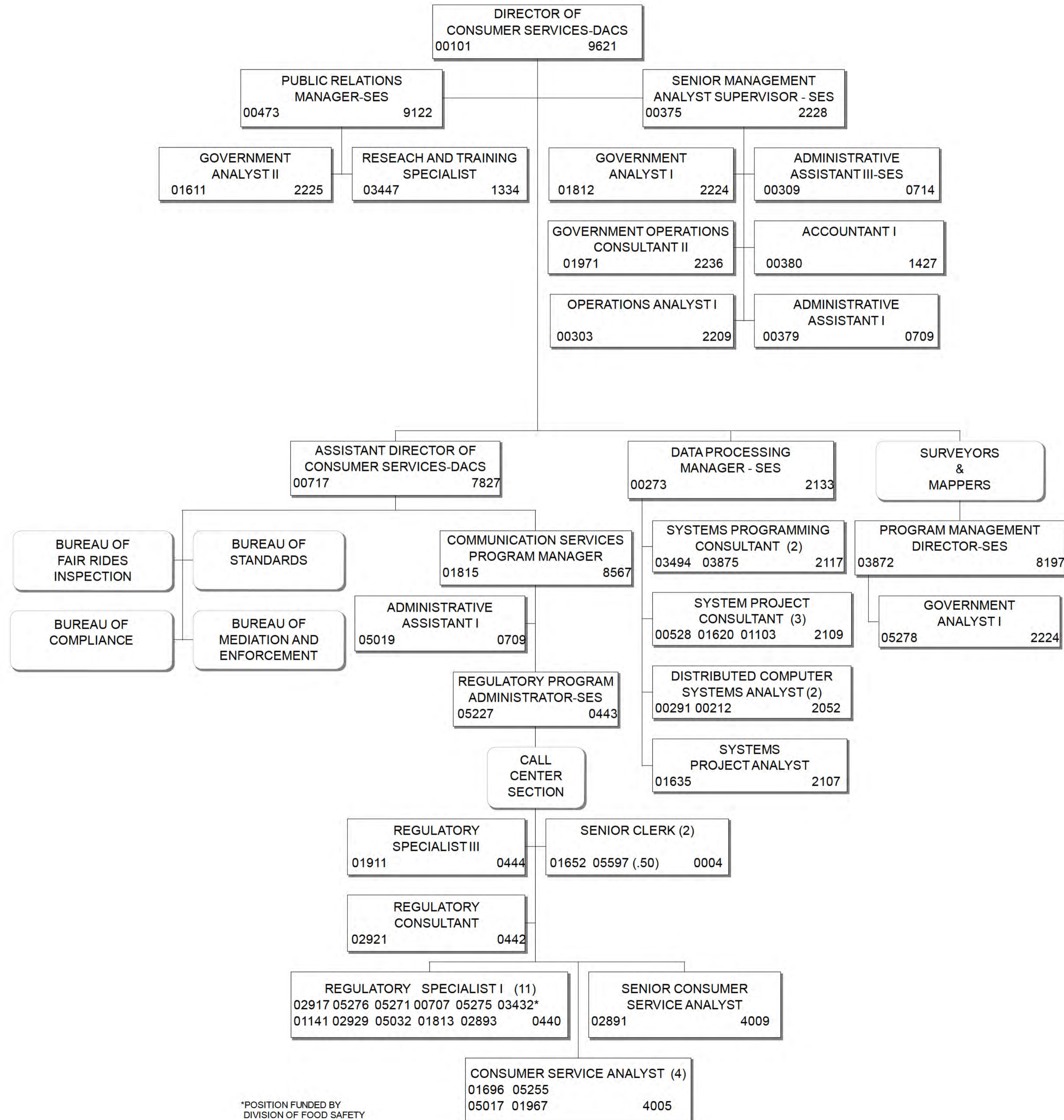
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AND CONSUMER SERVICES - DIVISION OF
AGRICULTURAL ENVIRONMENTAL SERVICES**

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**DEPARTMENT OF AGRICULTURE
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DIVISION OF CONSUMER SERVICES**

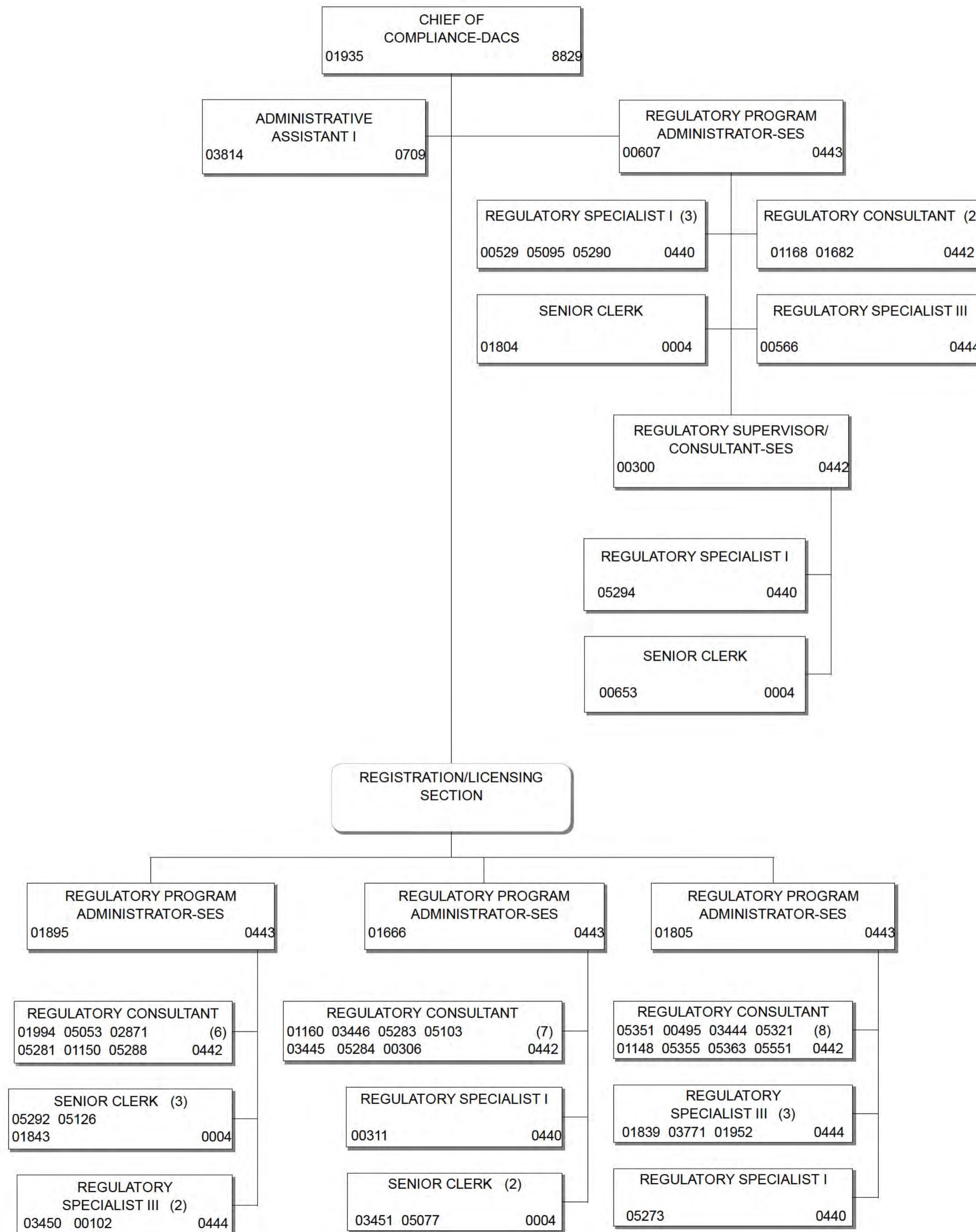
DIVISION F.T.E. 285
DIRECTOR'S OFFICE
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*POSITION FUNDED BY
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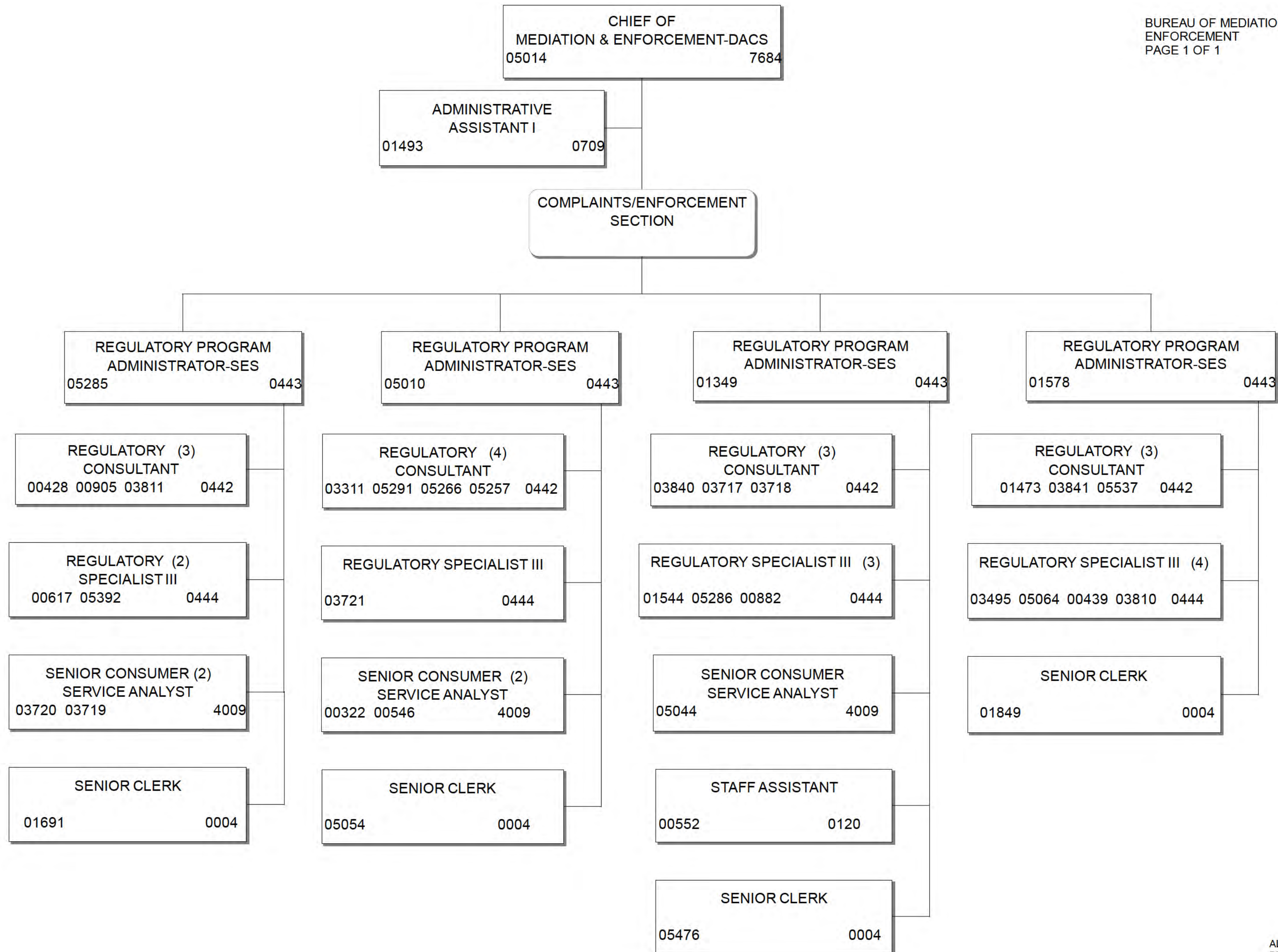
ALISSA A. PERDUE, CHIEF OF
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DATE APPROVED: 6/26/2018

**DEPARTMENT OF AGRICULTURE
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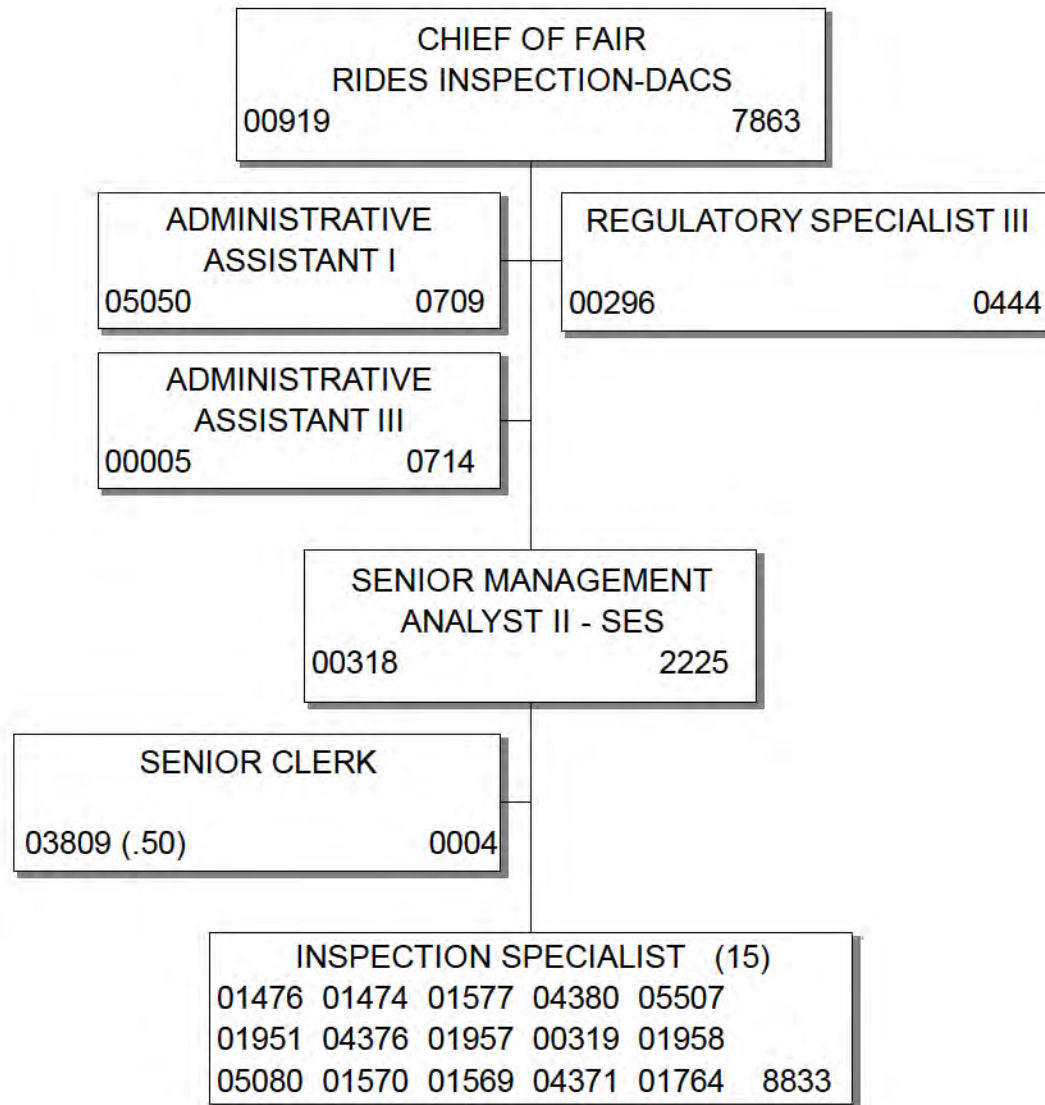


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF MEDIATION &
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**DEPARTMENT OF AGRICULTURE
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DIVISION OF CONSUMER SERVICES**

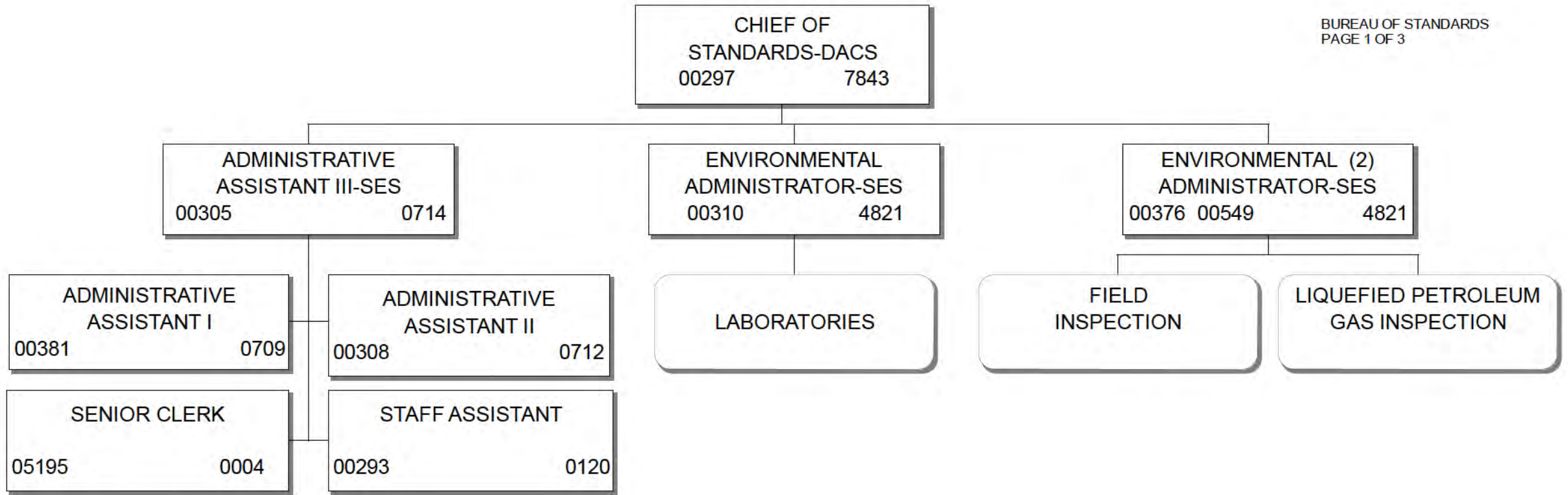


BUREAU OF FAIR RIDES
INSPECTION
PAGE 1 OF 1

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 8/12/2016

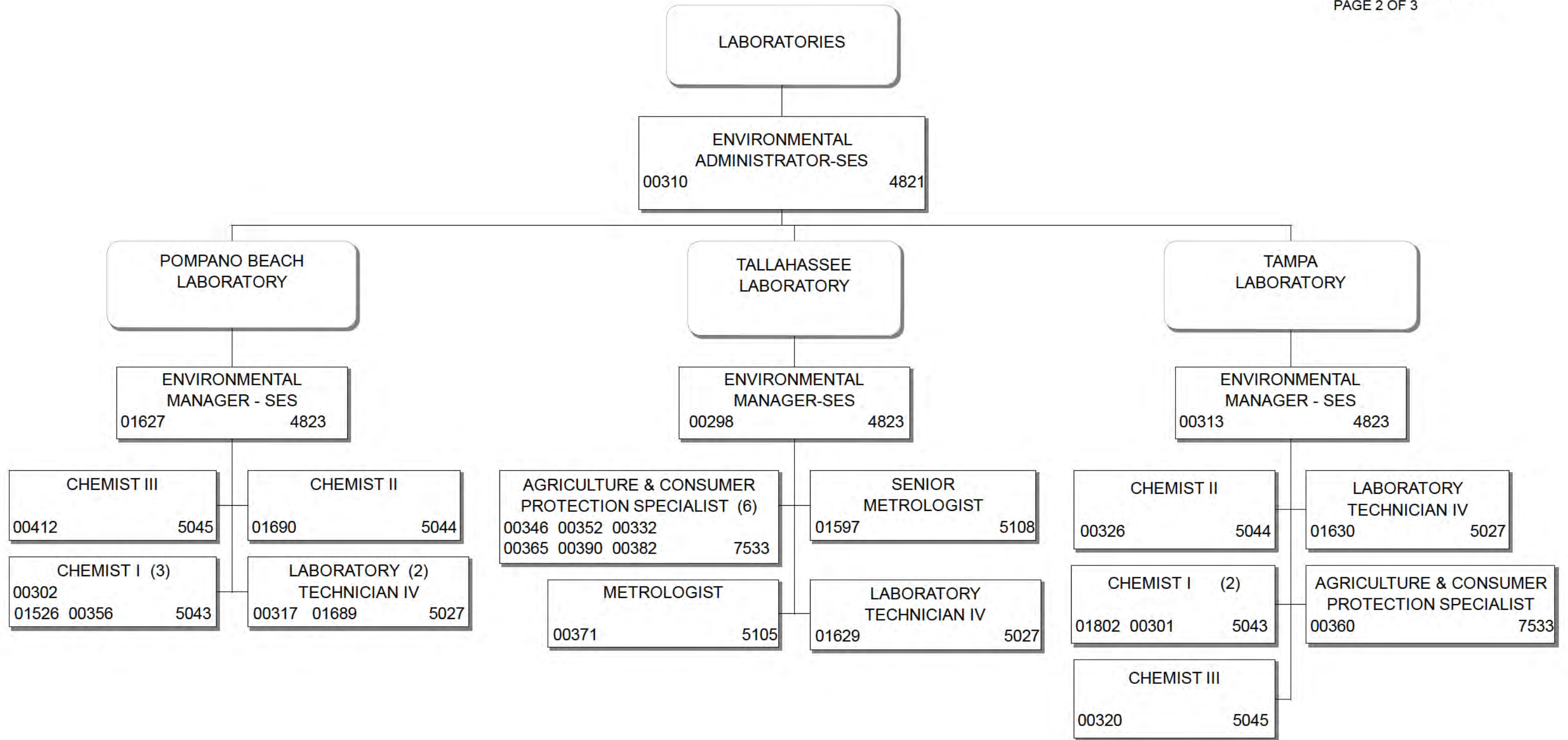
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DIVISION OF CONSUMER SERVICES**

BUREAU OF STANDARDS
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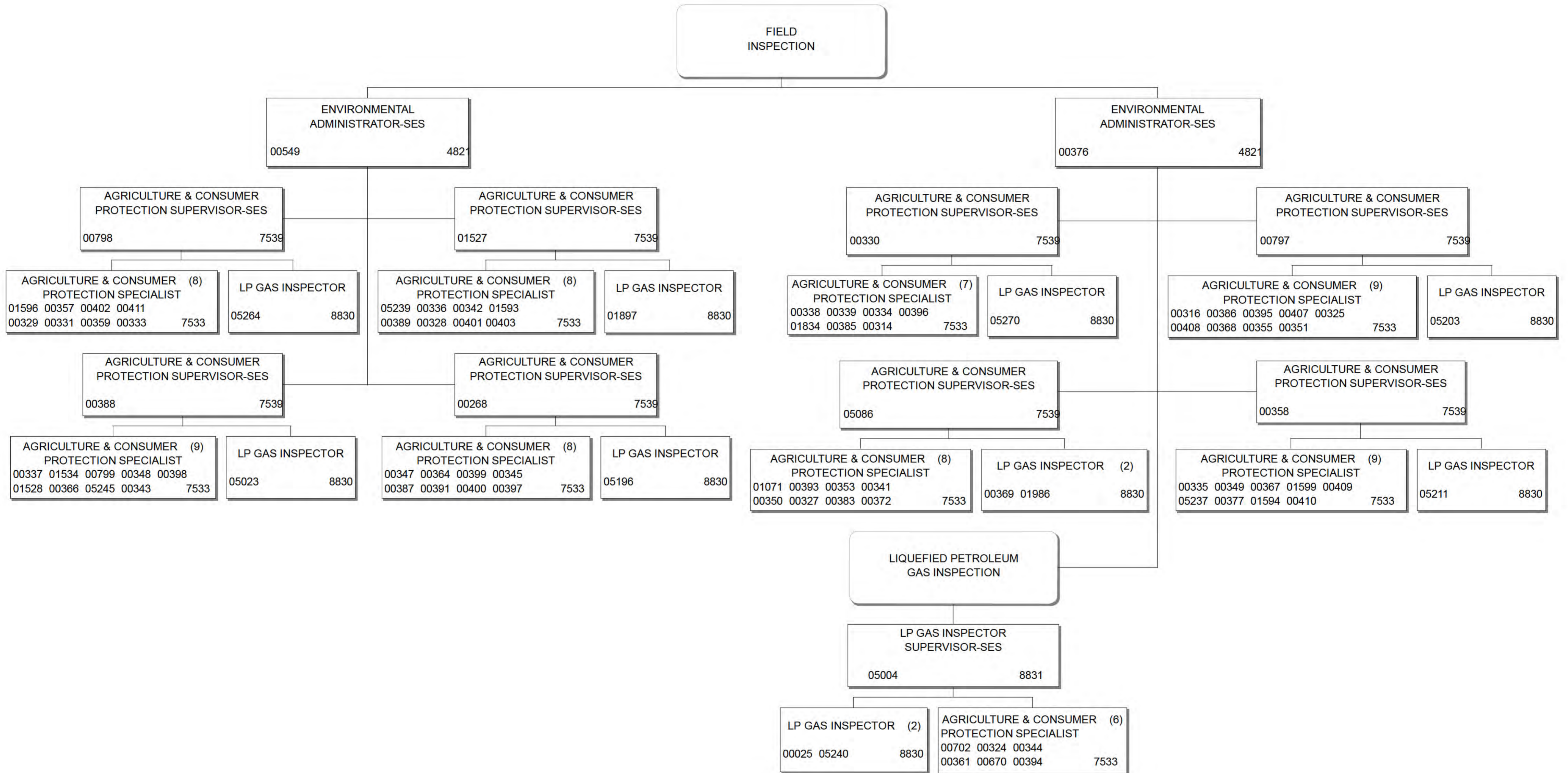


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF CONSUMER SERVICES**

BUREAU OF STANDARDS
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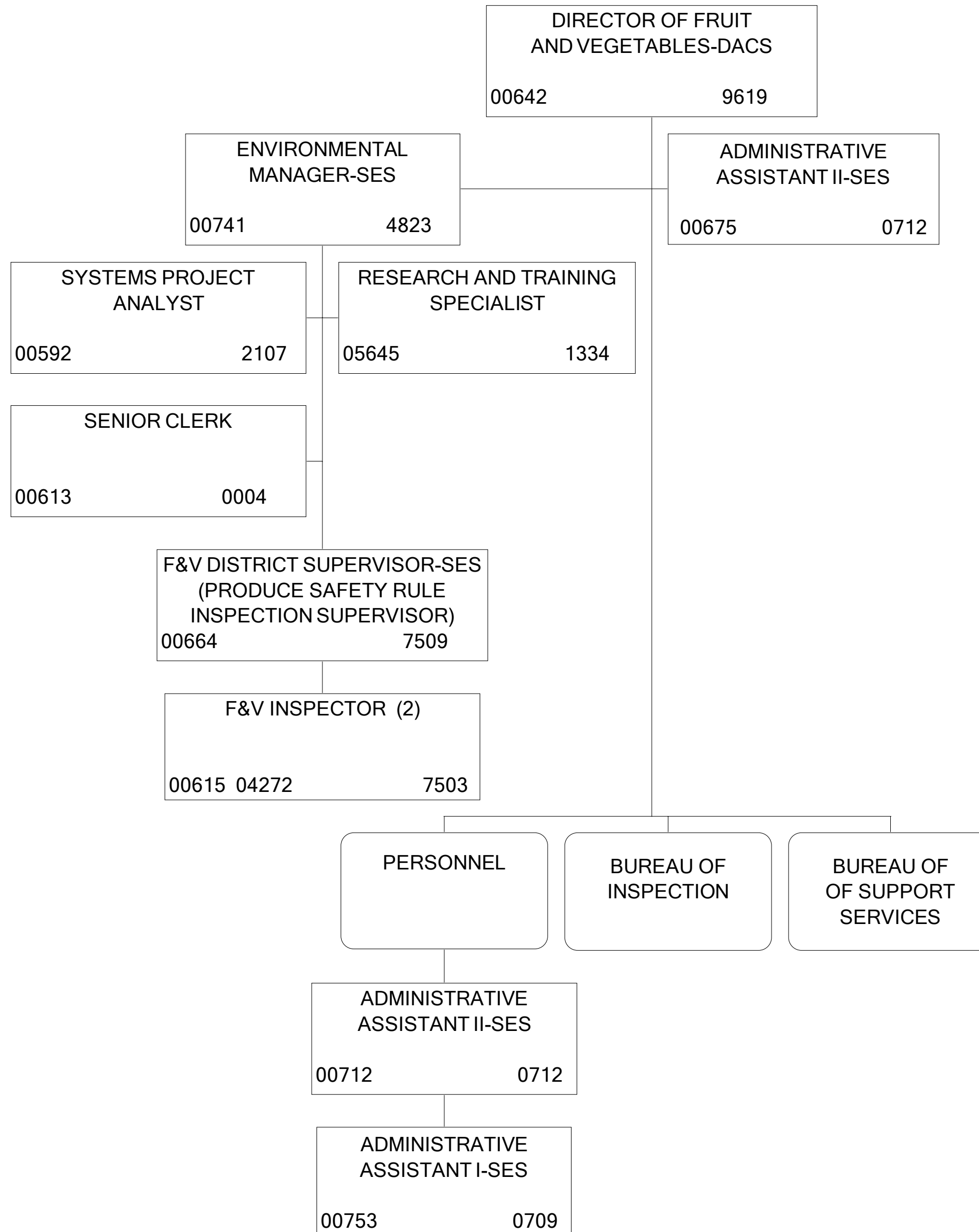


**DEPARTMENT OF AGRICULTURE
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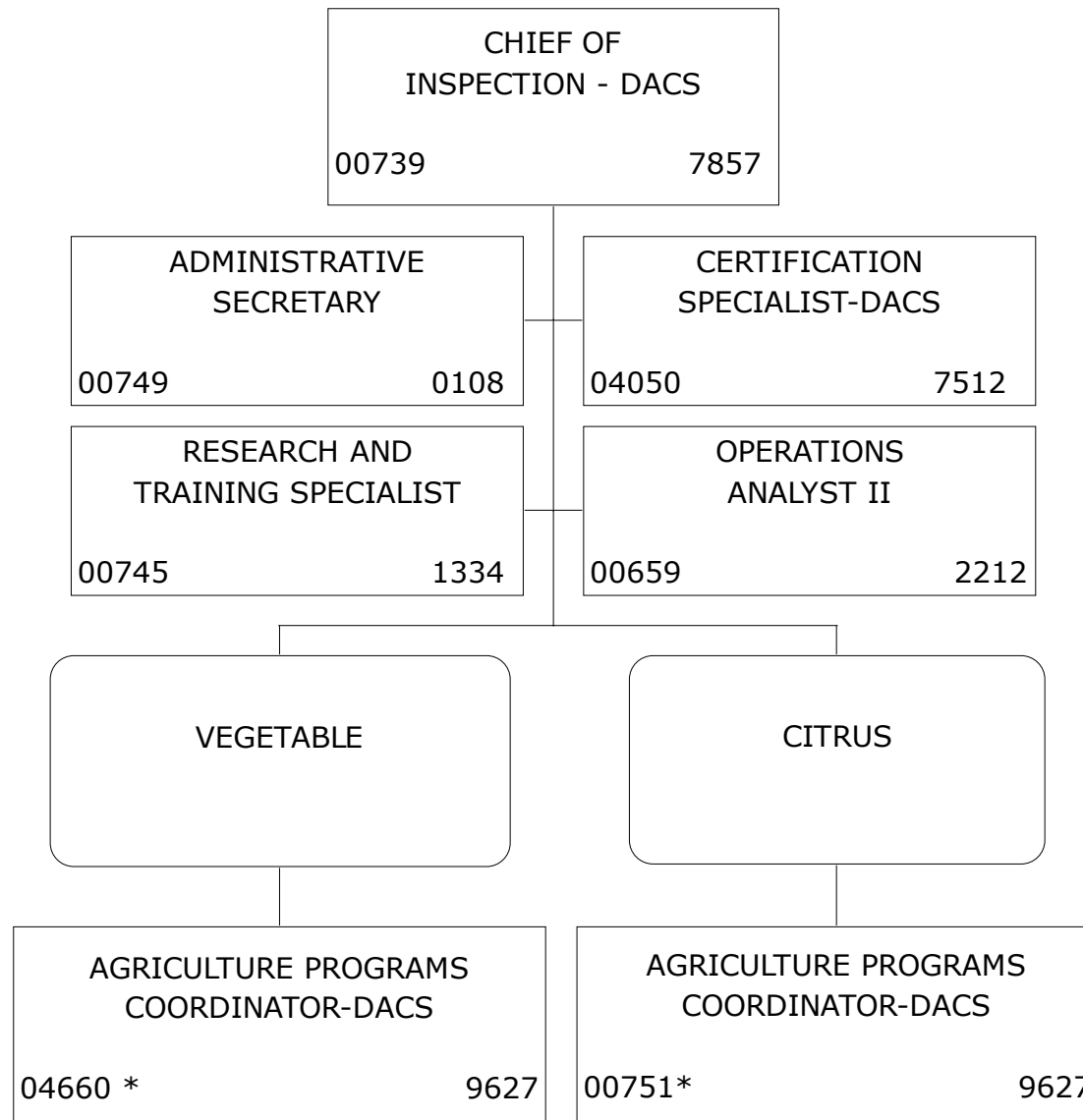


**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

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DIRECTOR'S OFFICE
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**



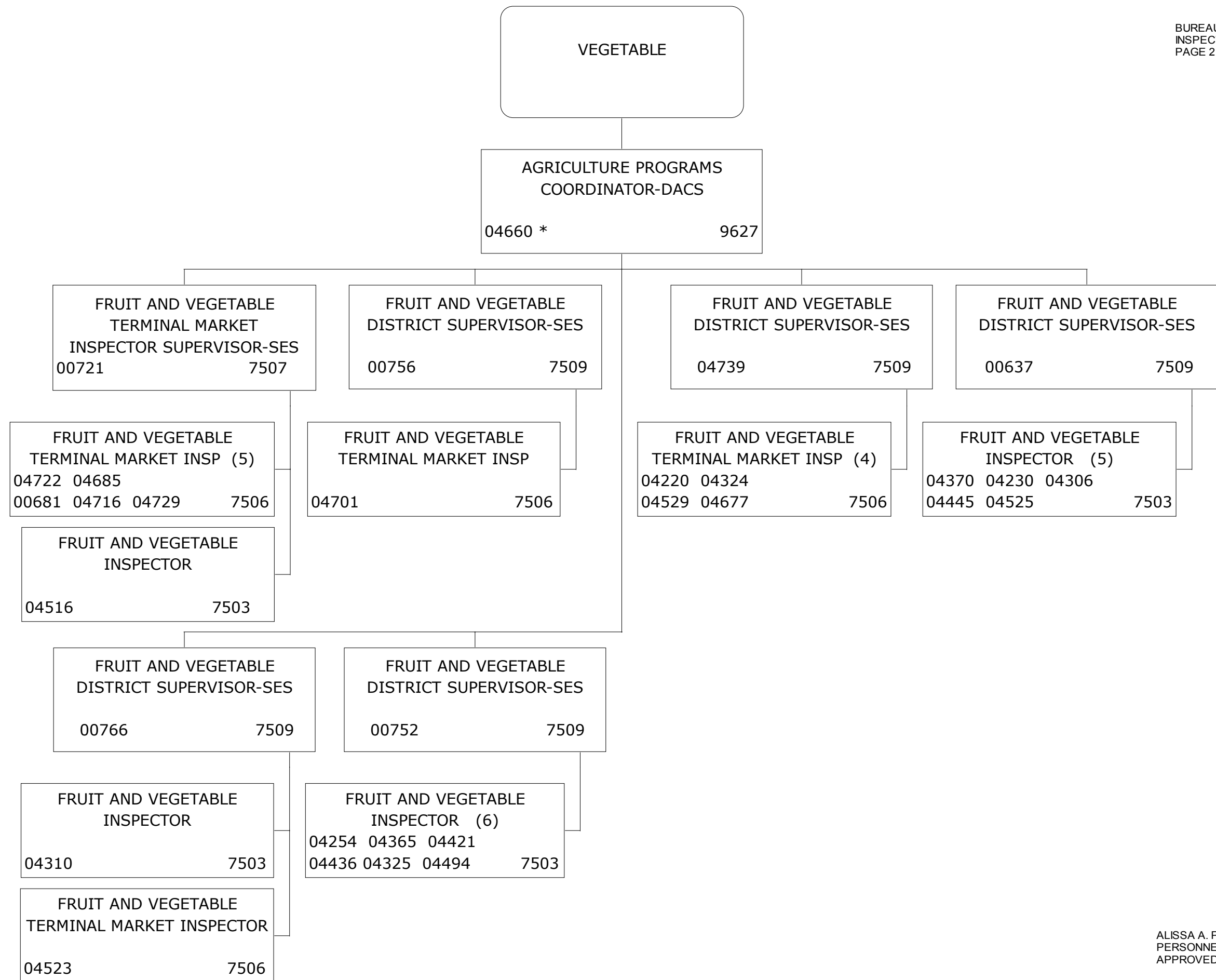
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ALISSA A. PERDUE, CHIEF
OF
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APPROVED DATE: 2/23/2018

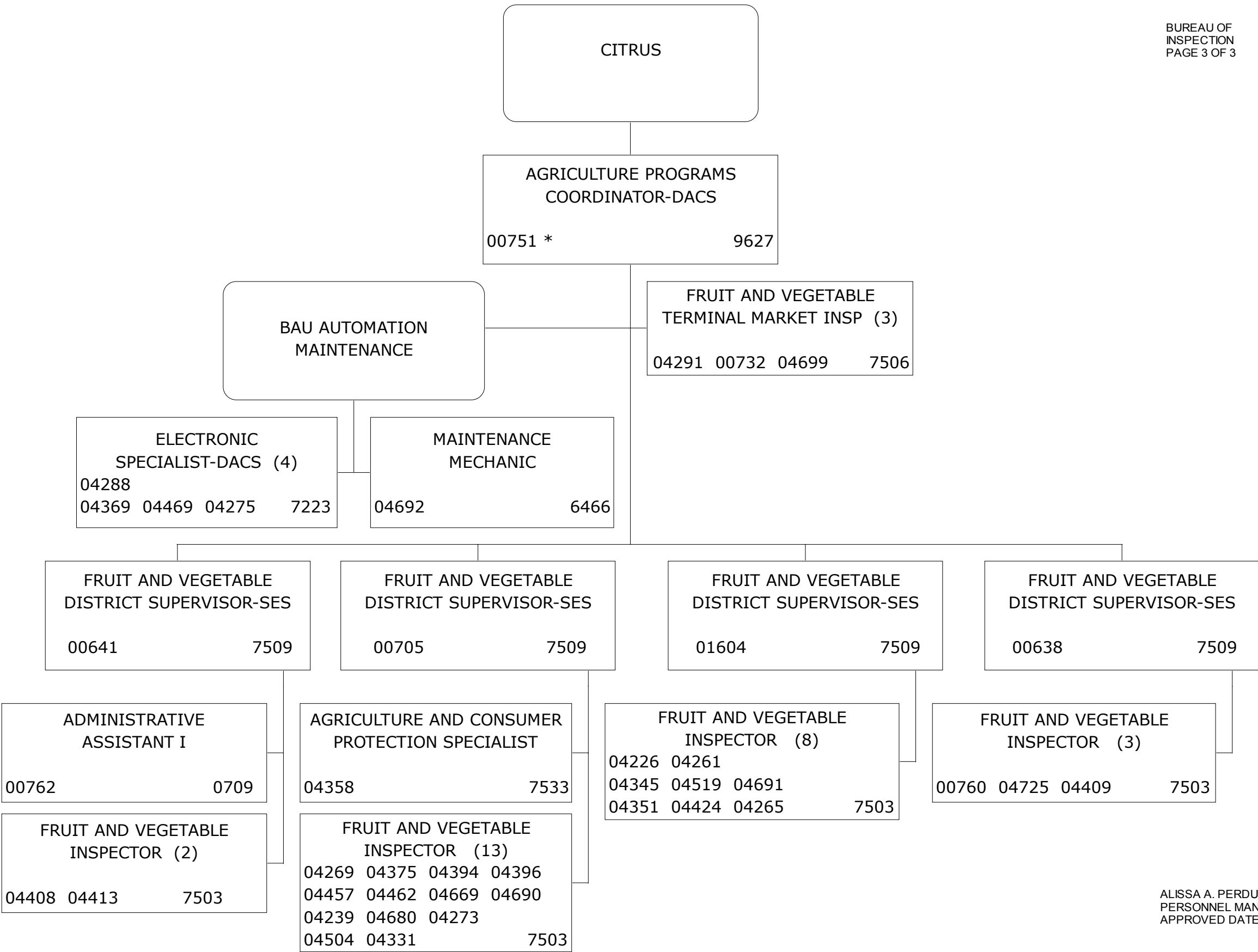
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF
INSPECTION
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**DEPARTMENT OF AGRICULTURE
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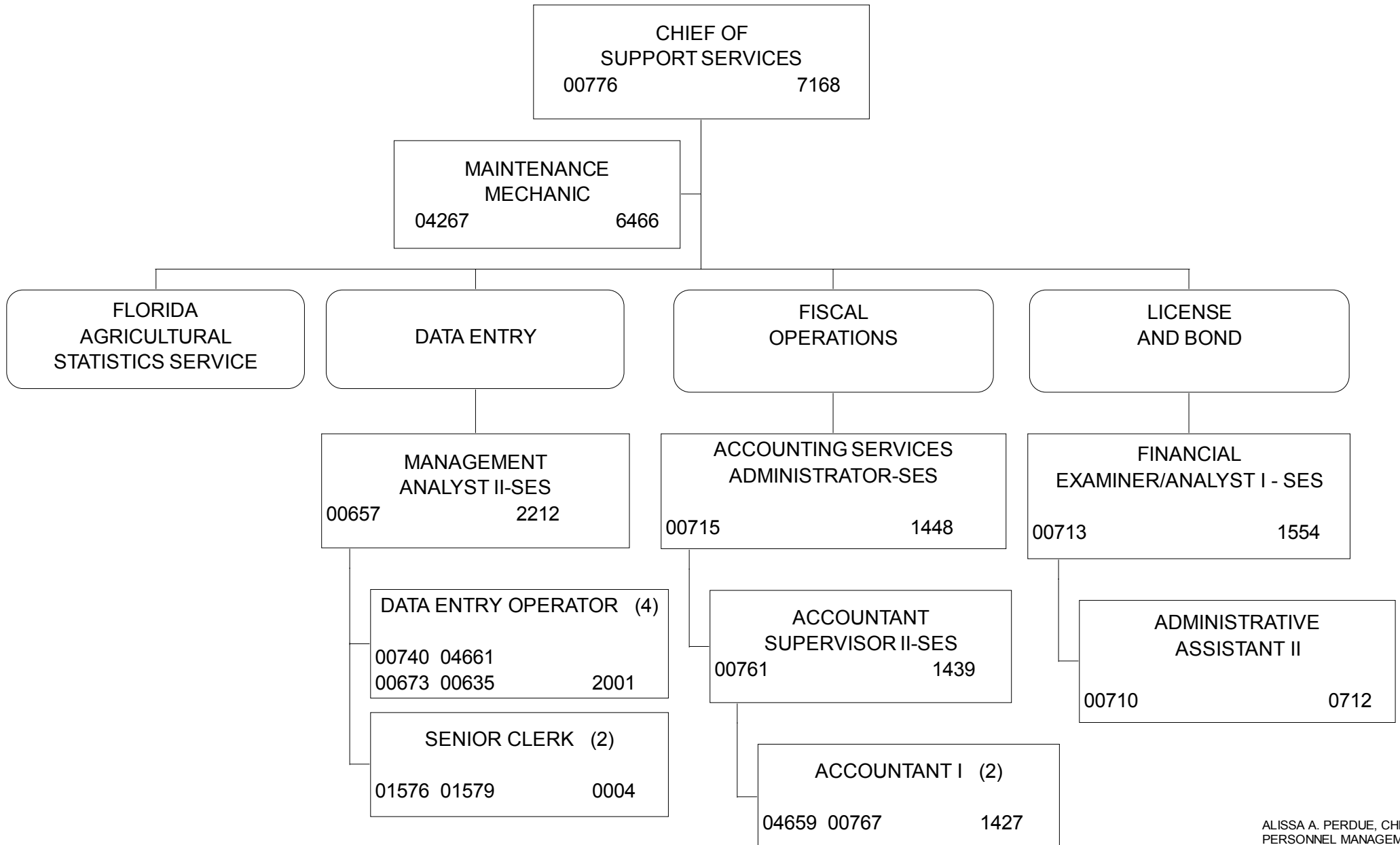
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PAGE 3 OF 3



ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 6/20/2018

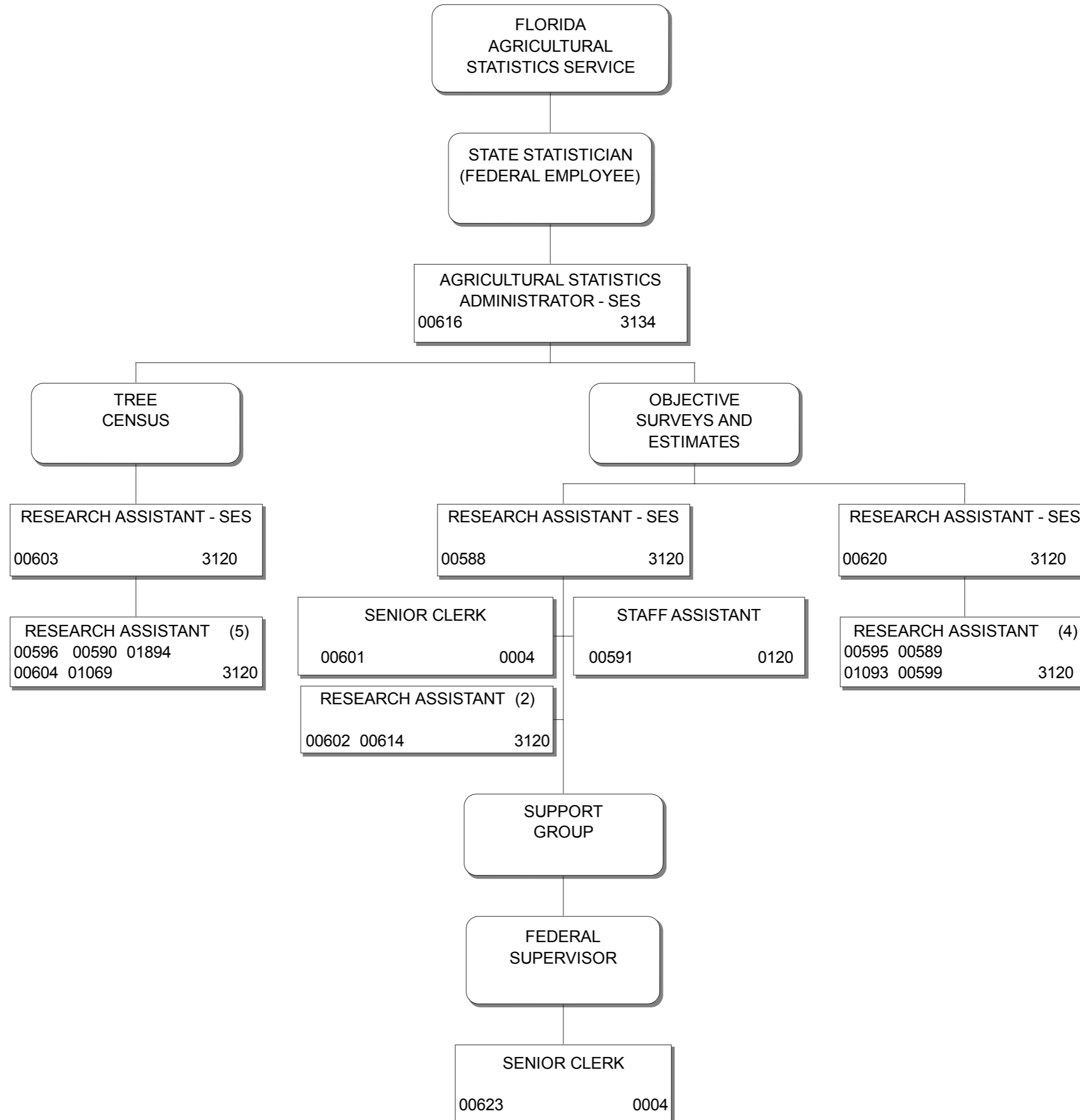
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DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF SUPPORT
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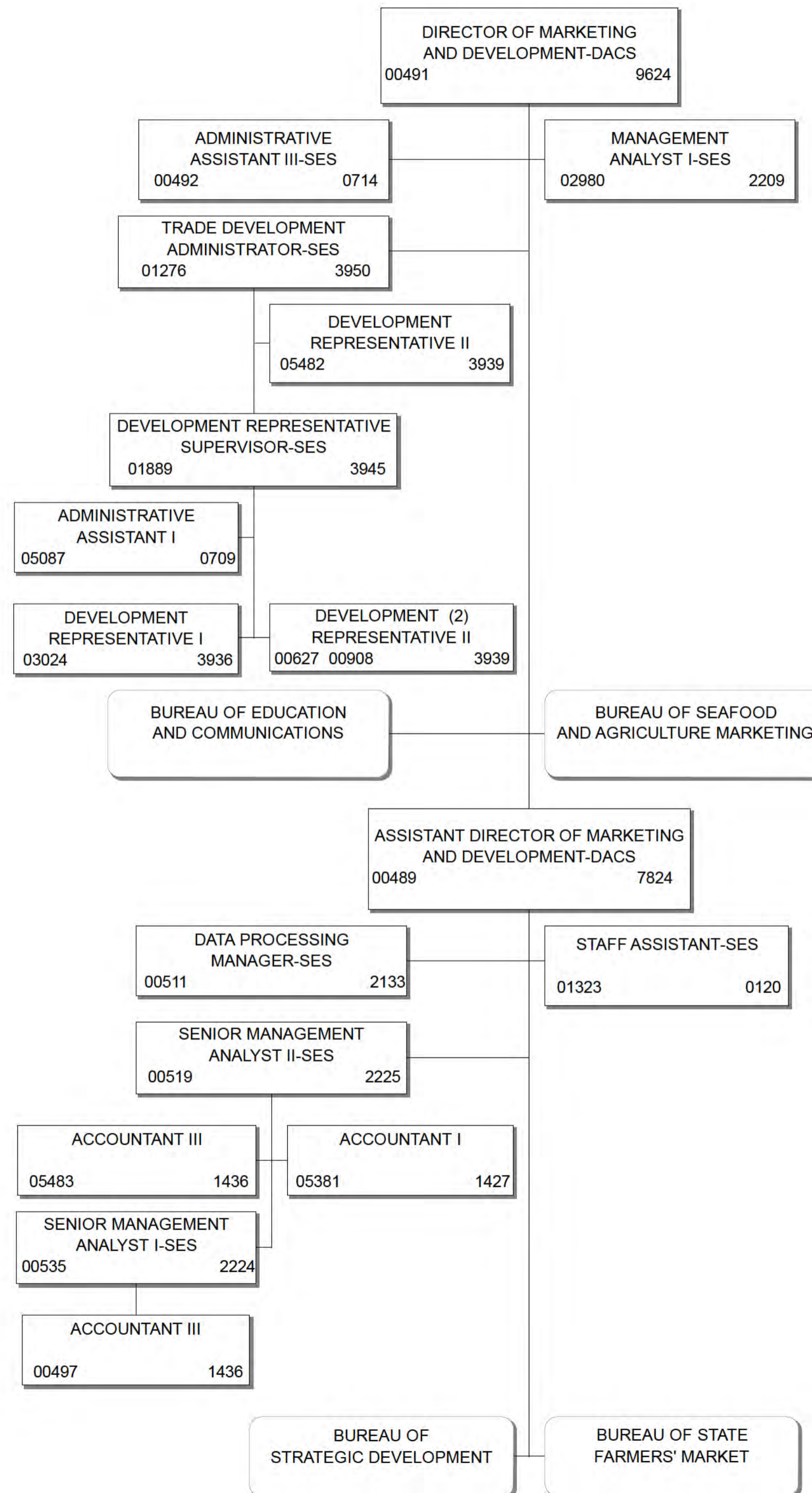
**DEPARTMENT OF AGRICULTURE
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DIVISION OF FRUIT AND VEGETABLES**

BUREAU OF SUPPORT SERVICES
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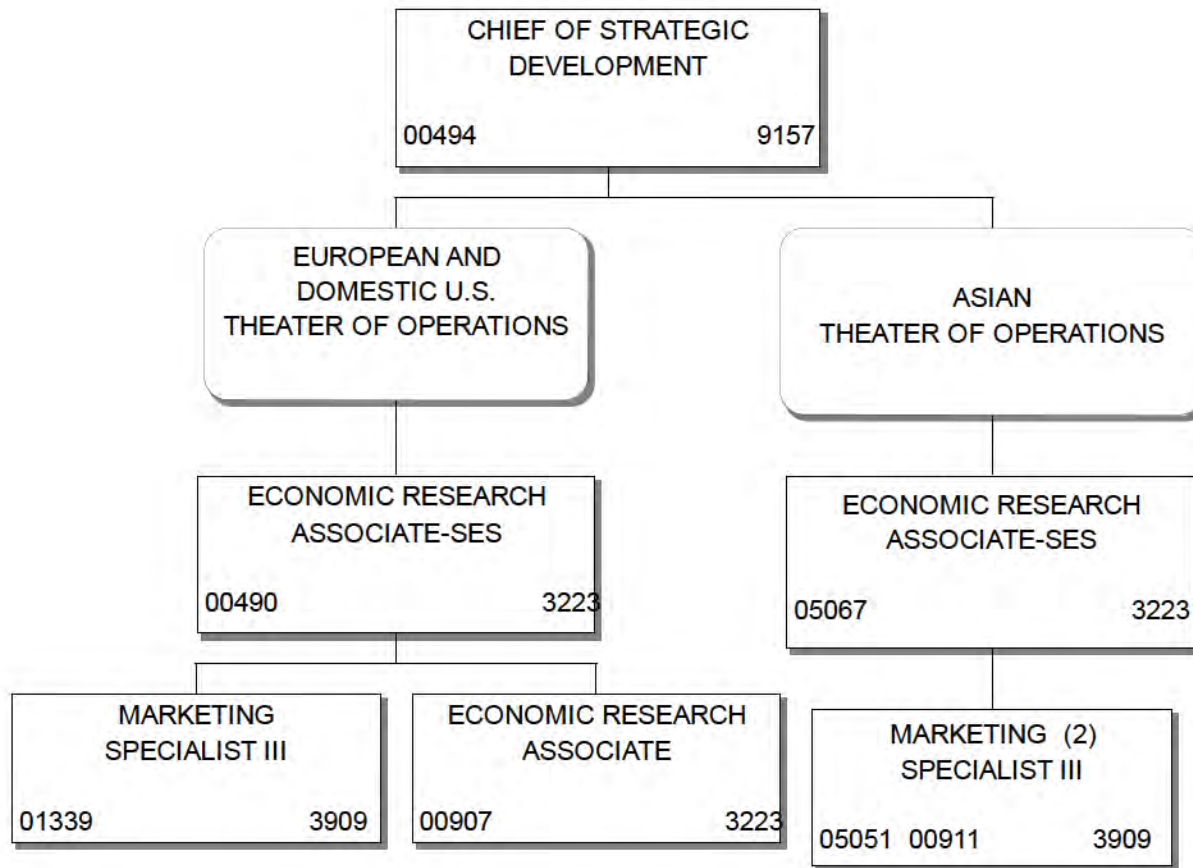
**DEPARTMENT OF AGRICULTURE
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DIVISION OF MARKETING AND DEVELOPMENT**

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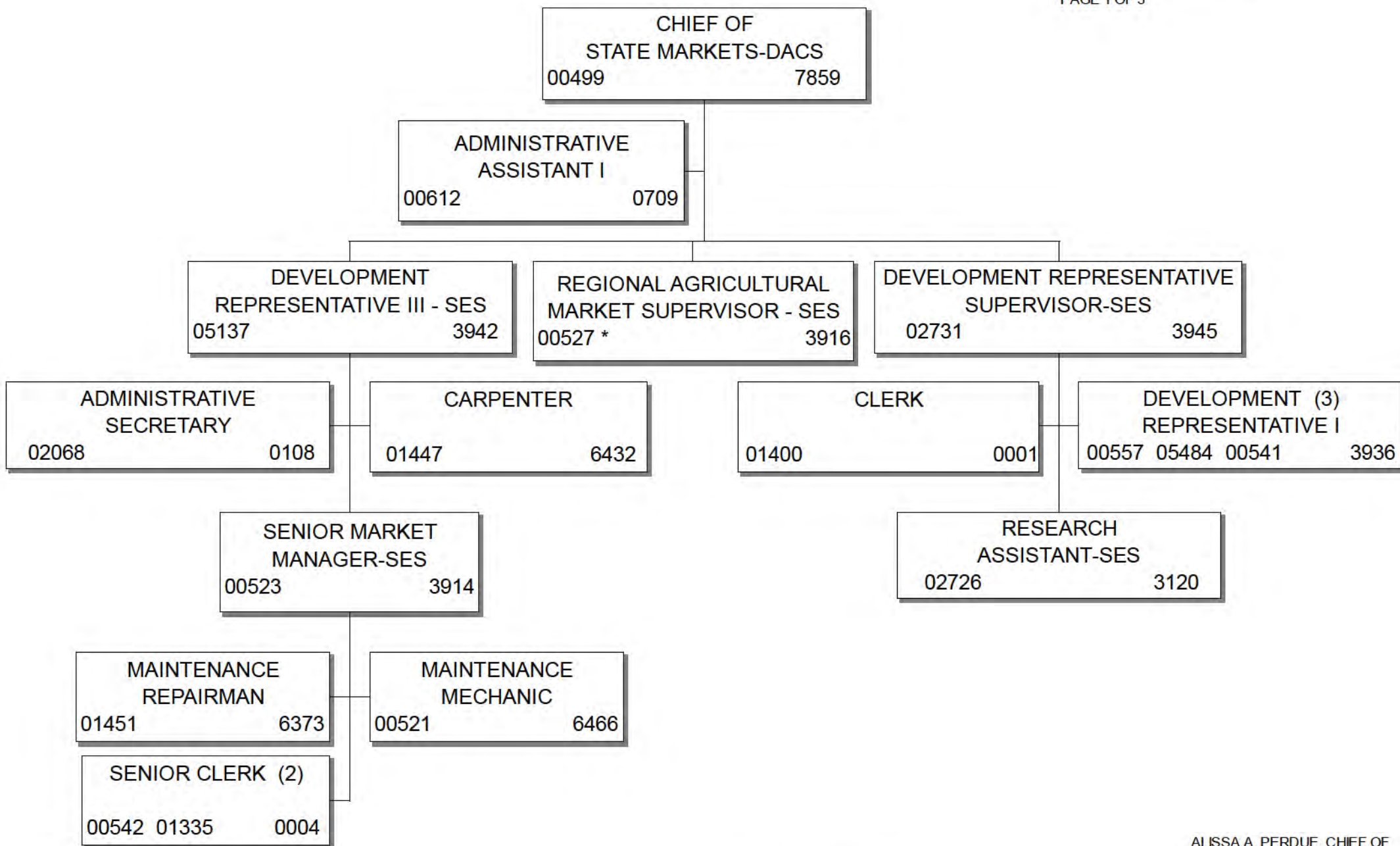
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DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STRATEGIC DEVELOPMENT
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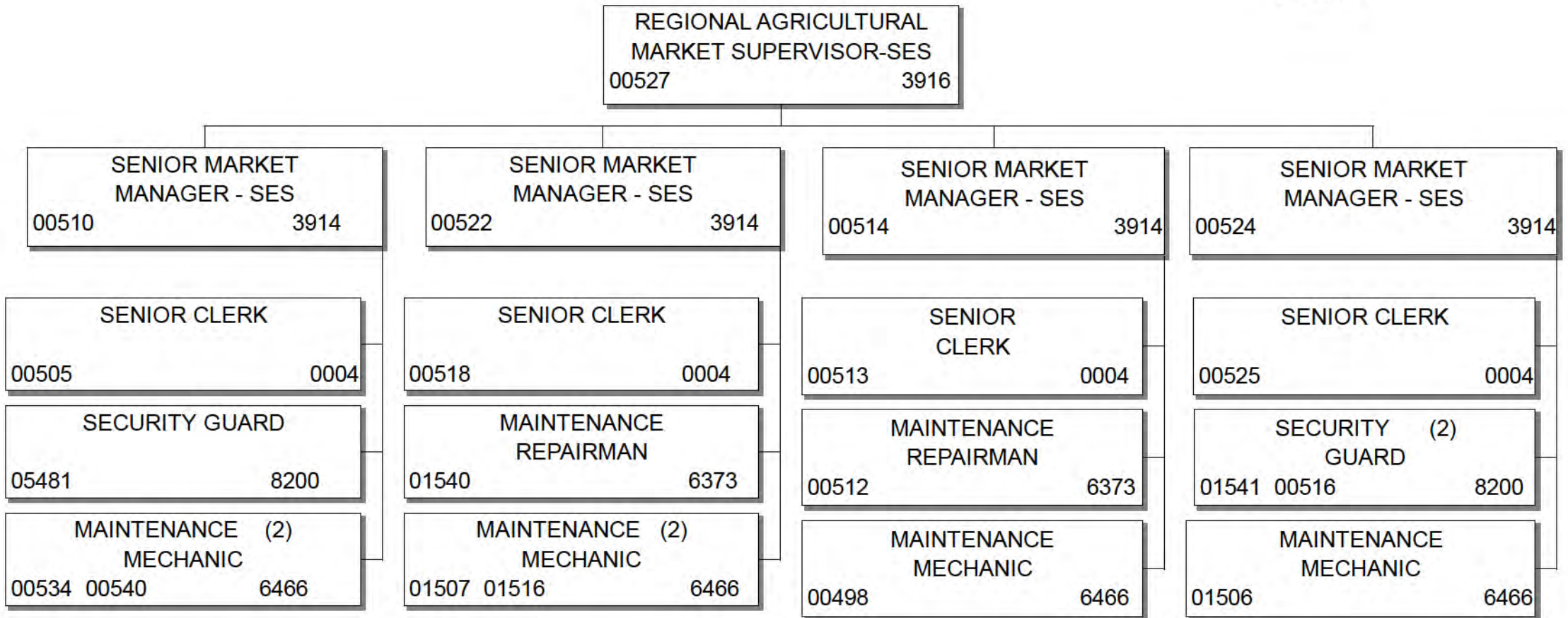
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DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS'
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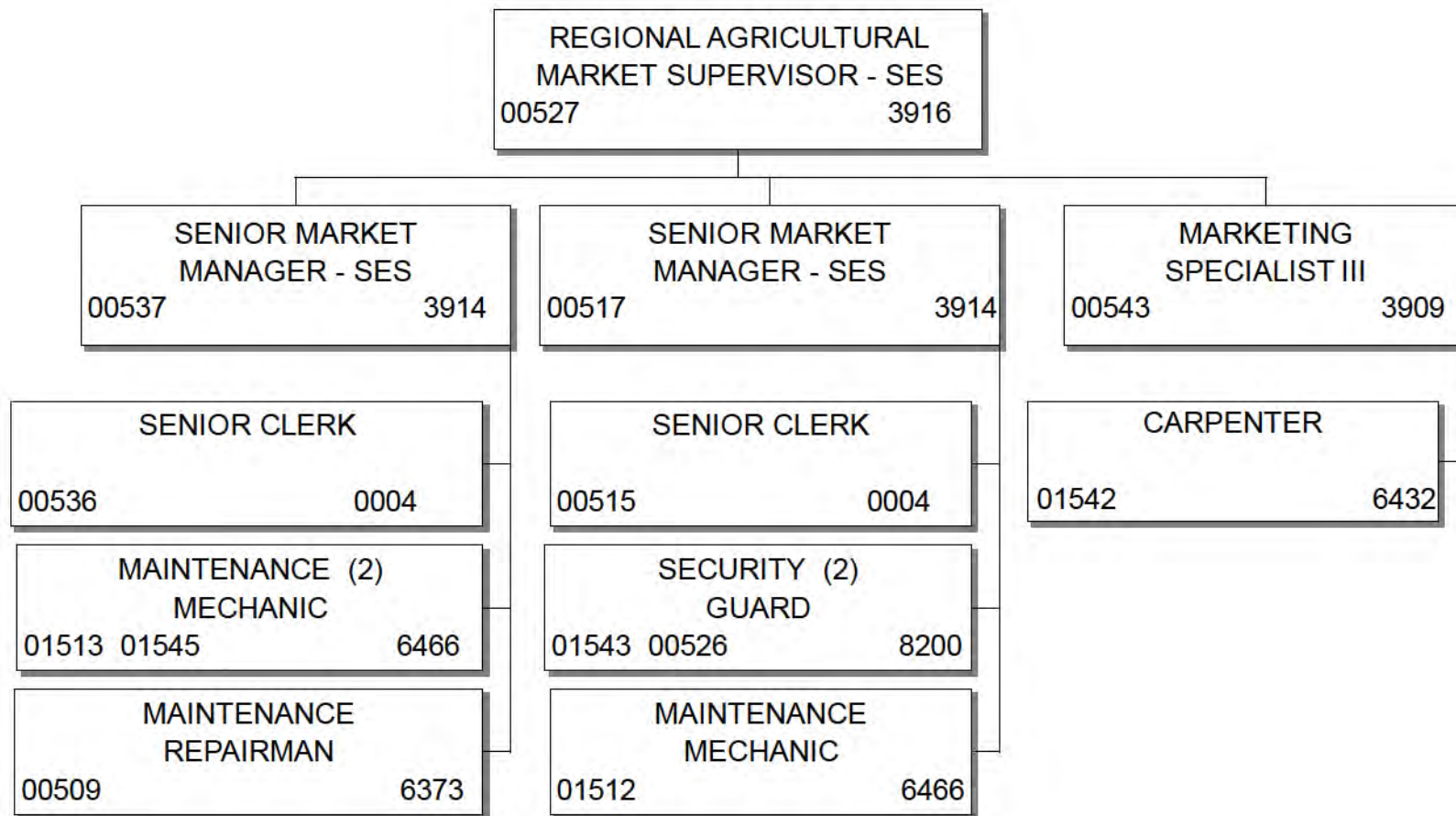
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF STATE FARMERS'
MARKET
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**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

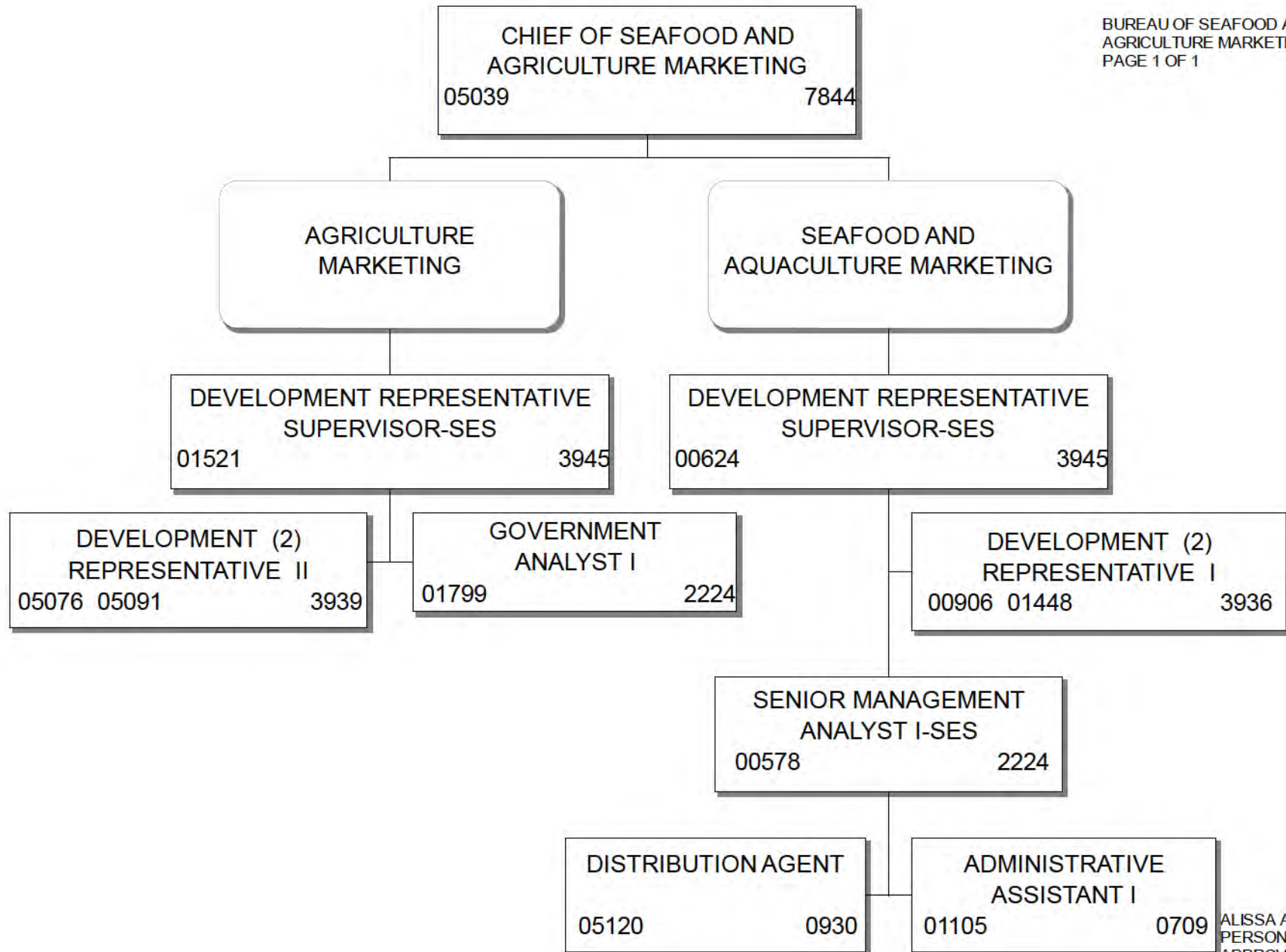
BUREAU OF STATE FARMERS' MARKET
PAGE 3 OF 3



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/22/2017

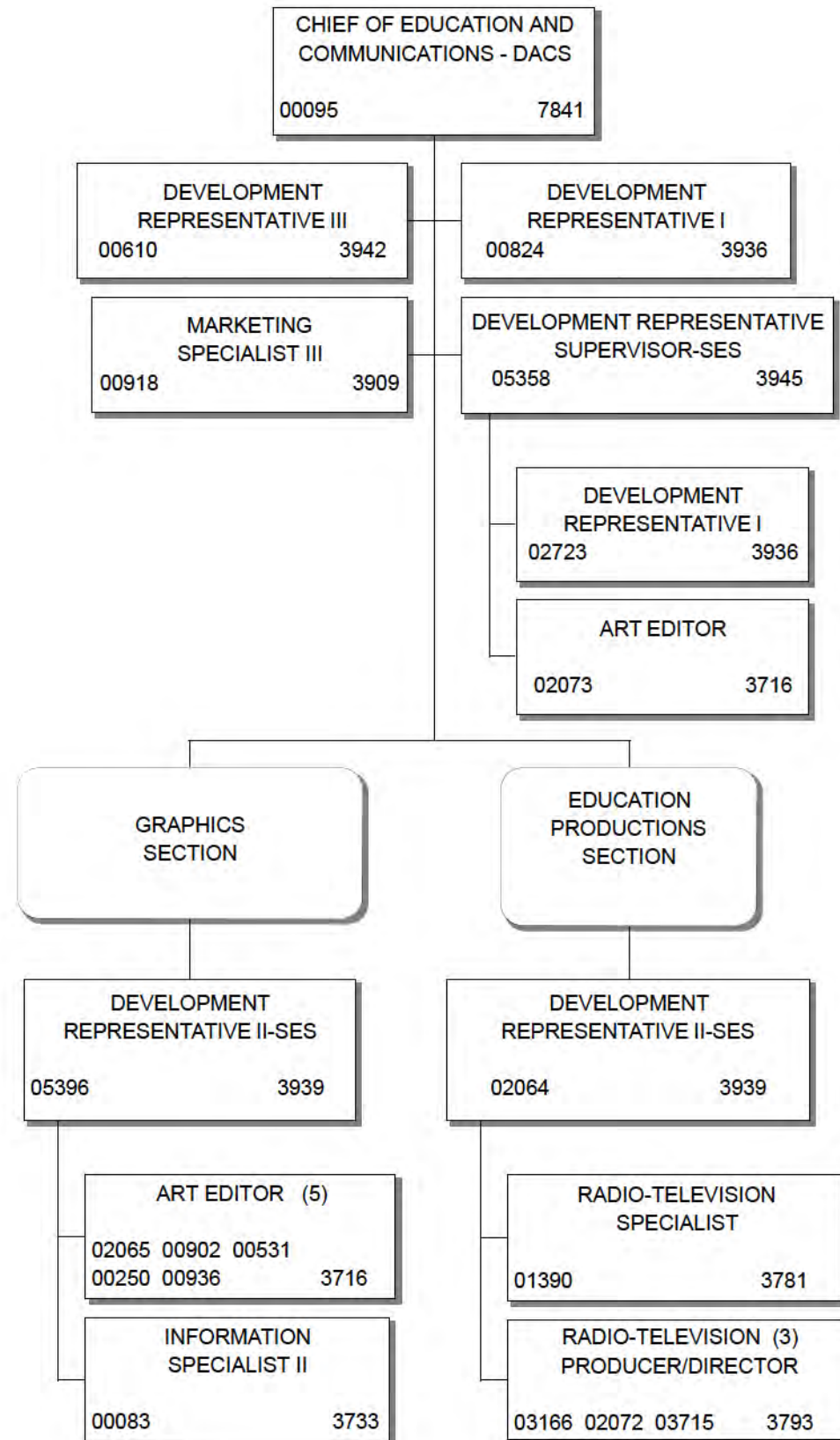
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF SEAFOOD AND
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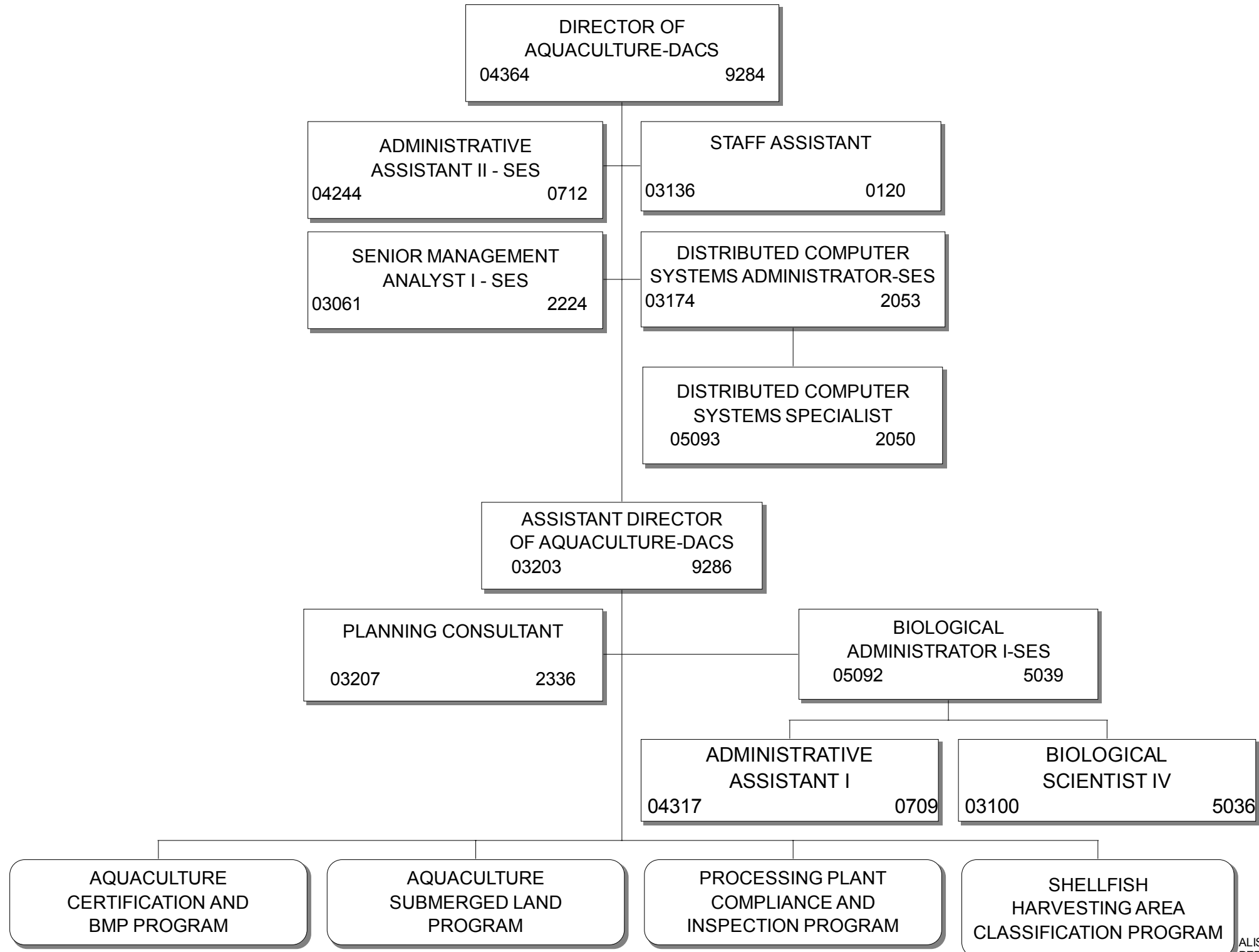


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF MARKETING AND DEVELOPMENT**

BUREAU OF EDUCATION AND
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PAGE 1 OF 1

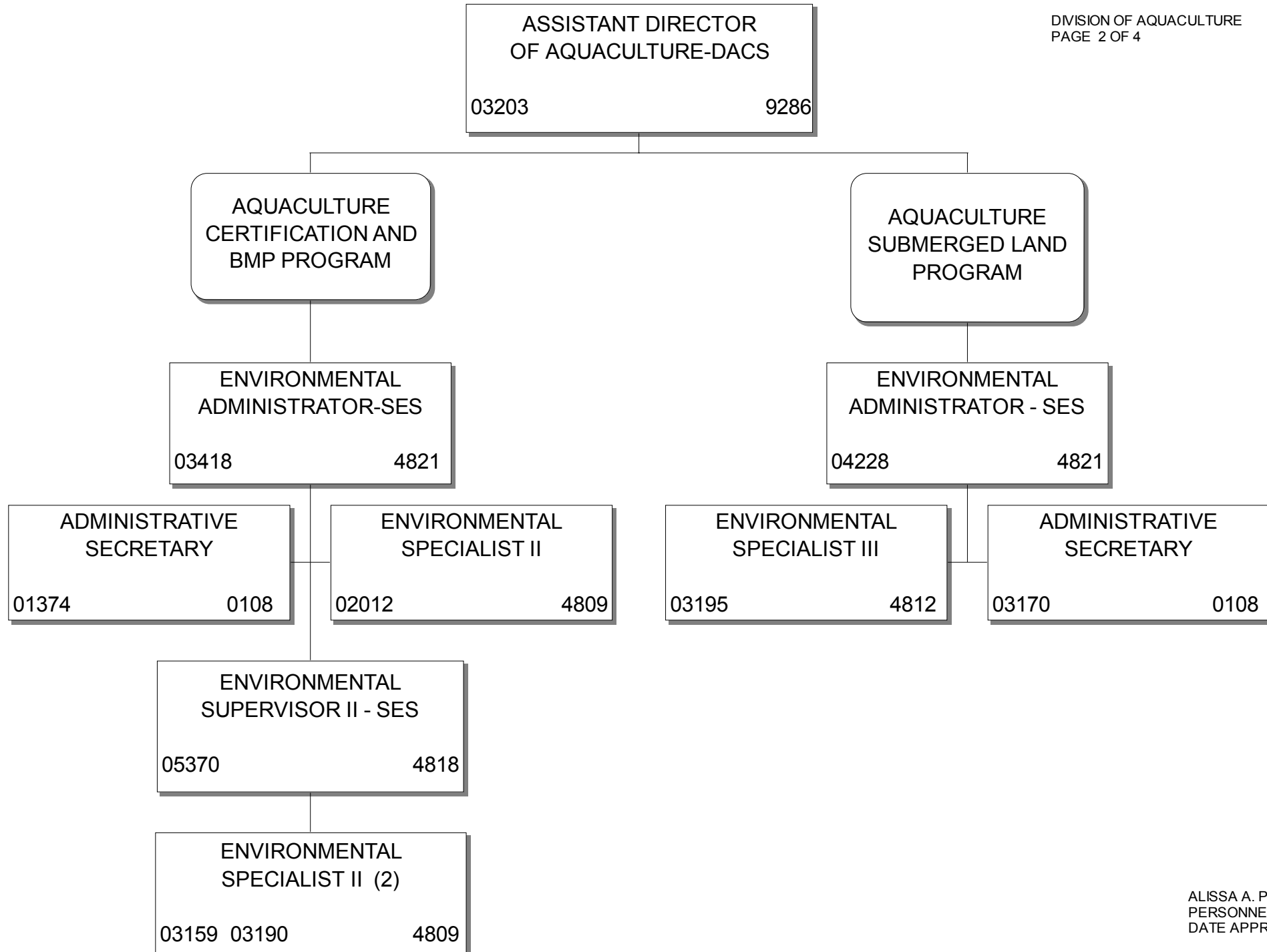


**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**



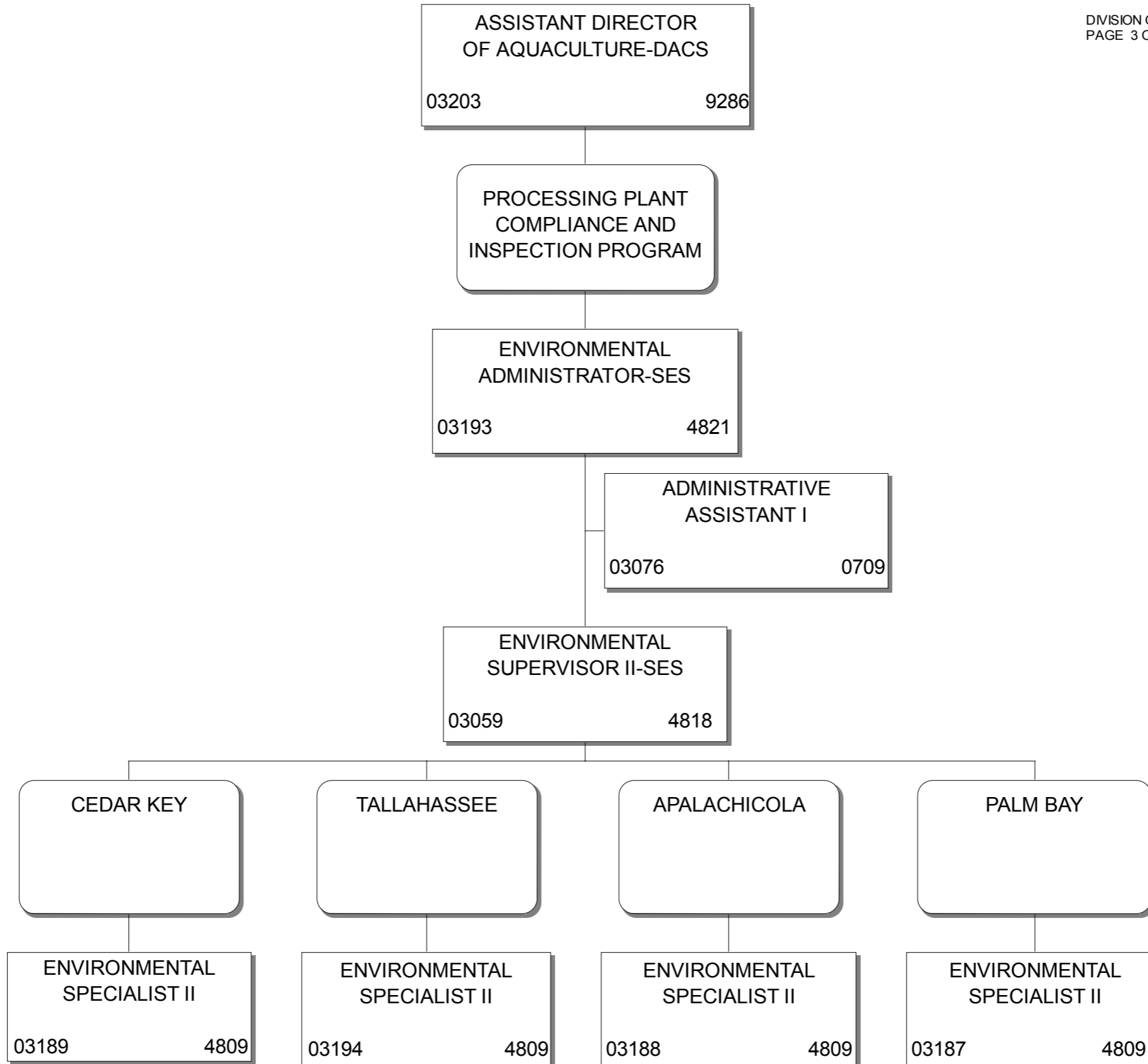
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

DIVISION OF AQUACULTURE
PAGE 2 OF 4



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE**

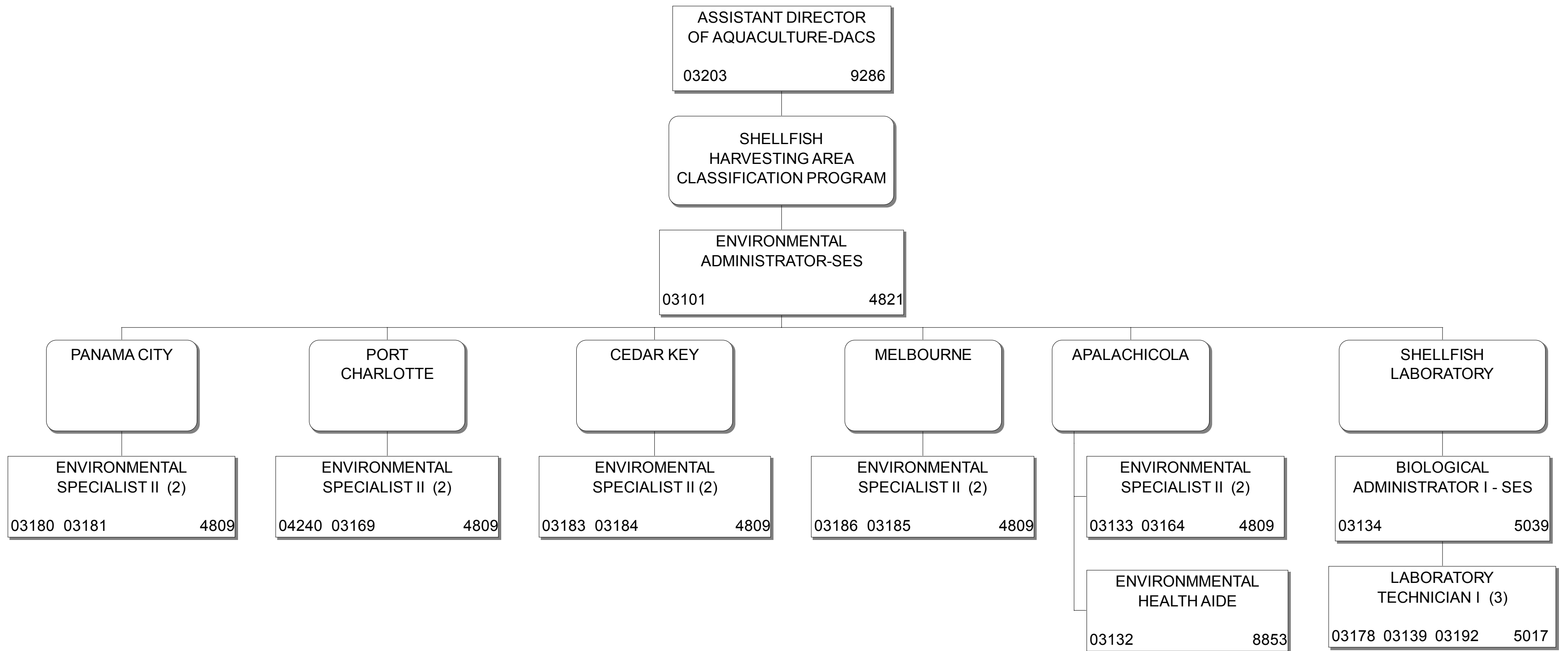
DIVISION OF AQUACULTURE
PAGE 3 OF 4



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 11/2/2015

DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF AQUACULTURE

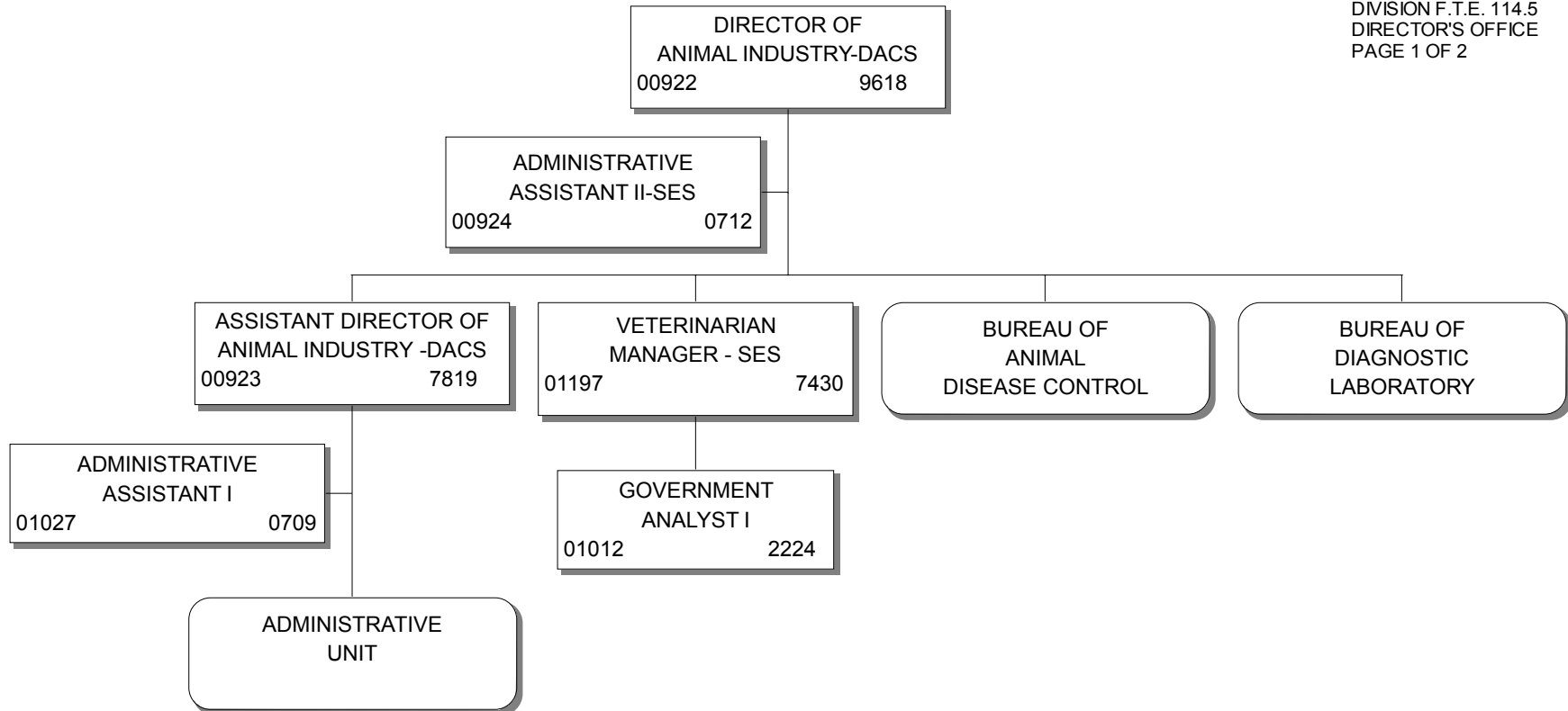
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PAGE 4 OF 4



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
DATE APPROVED: 11/2/2015

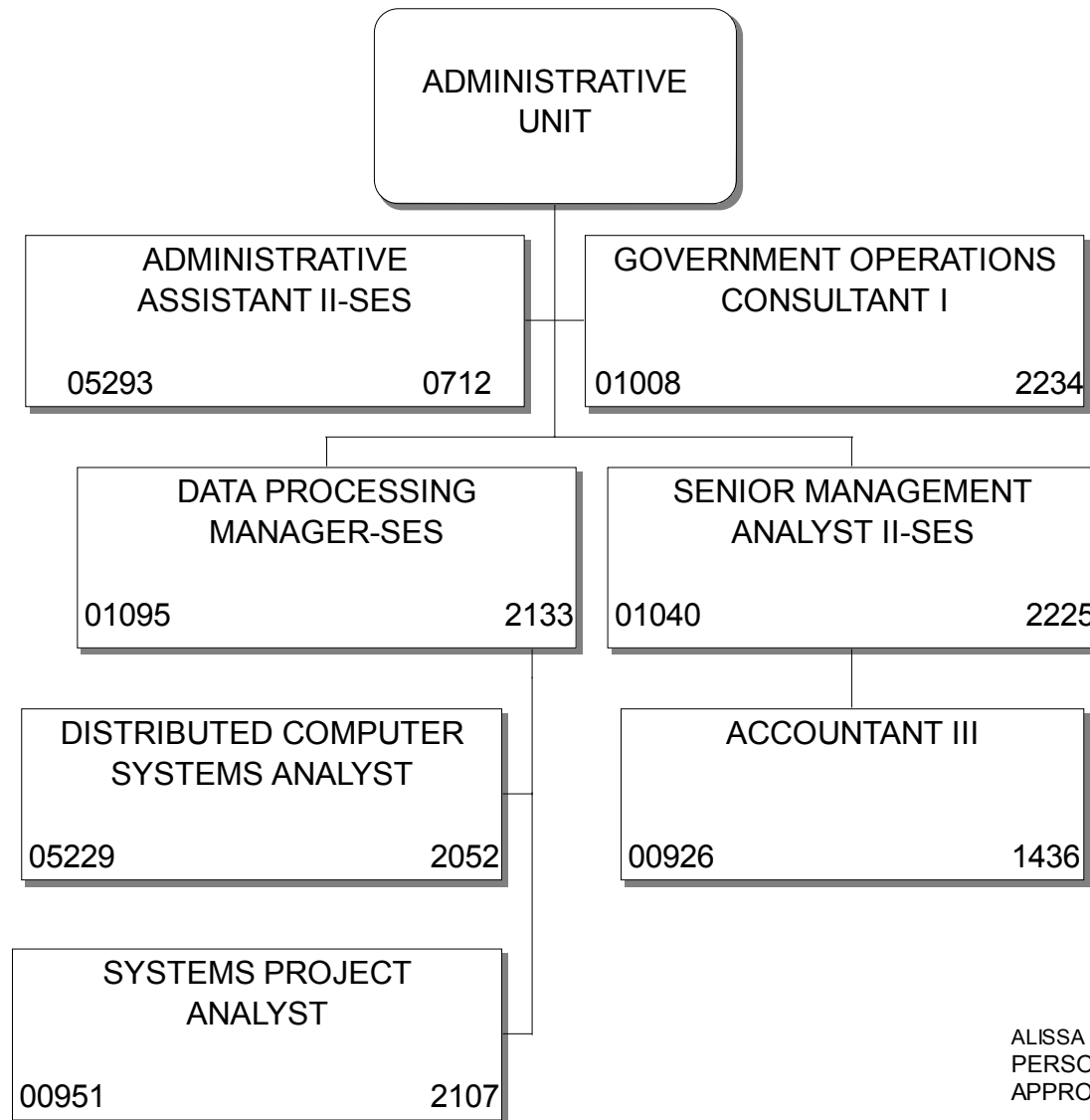
**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

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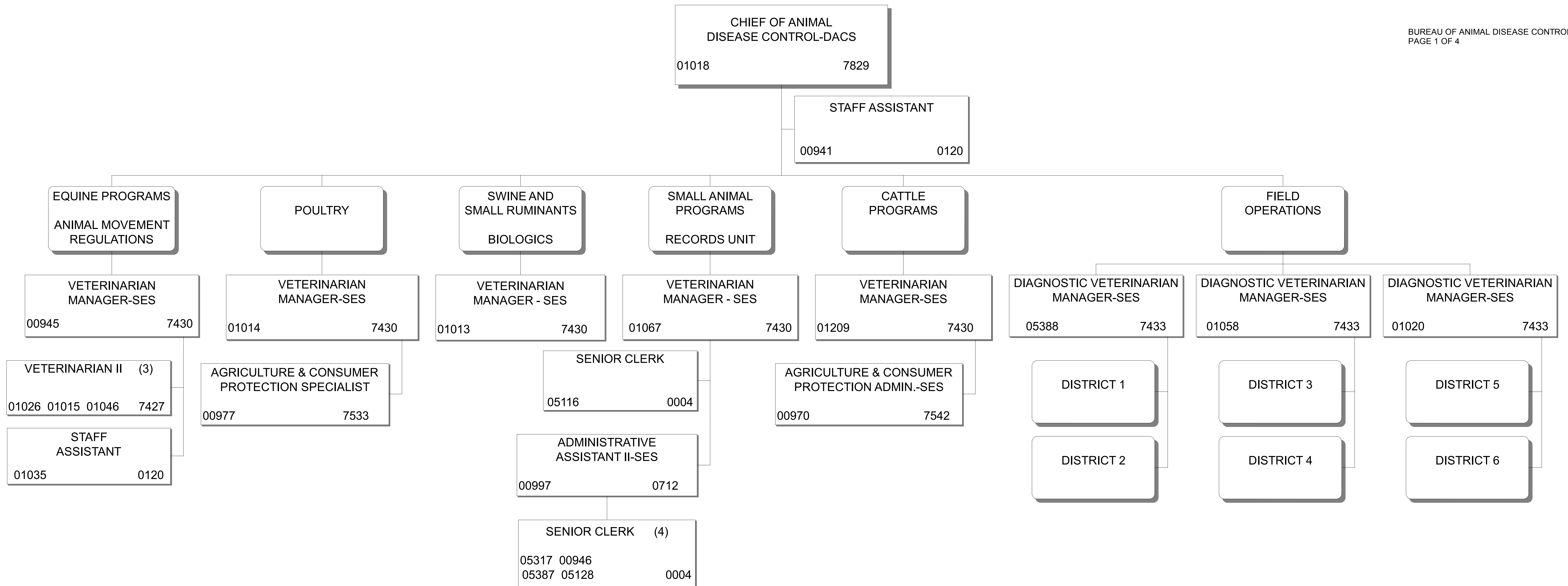
**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**

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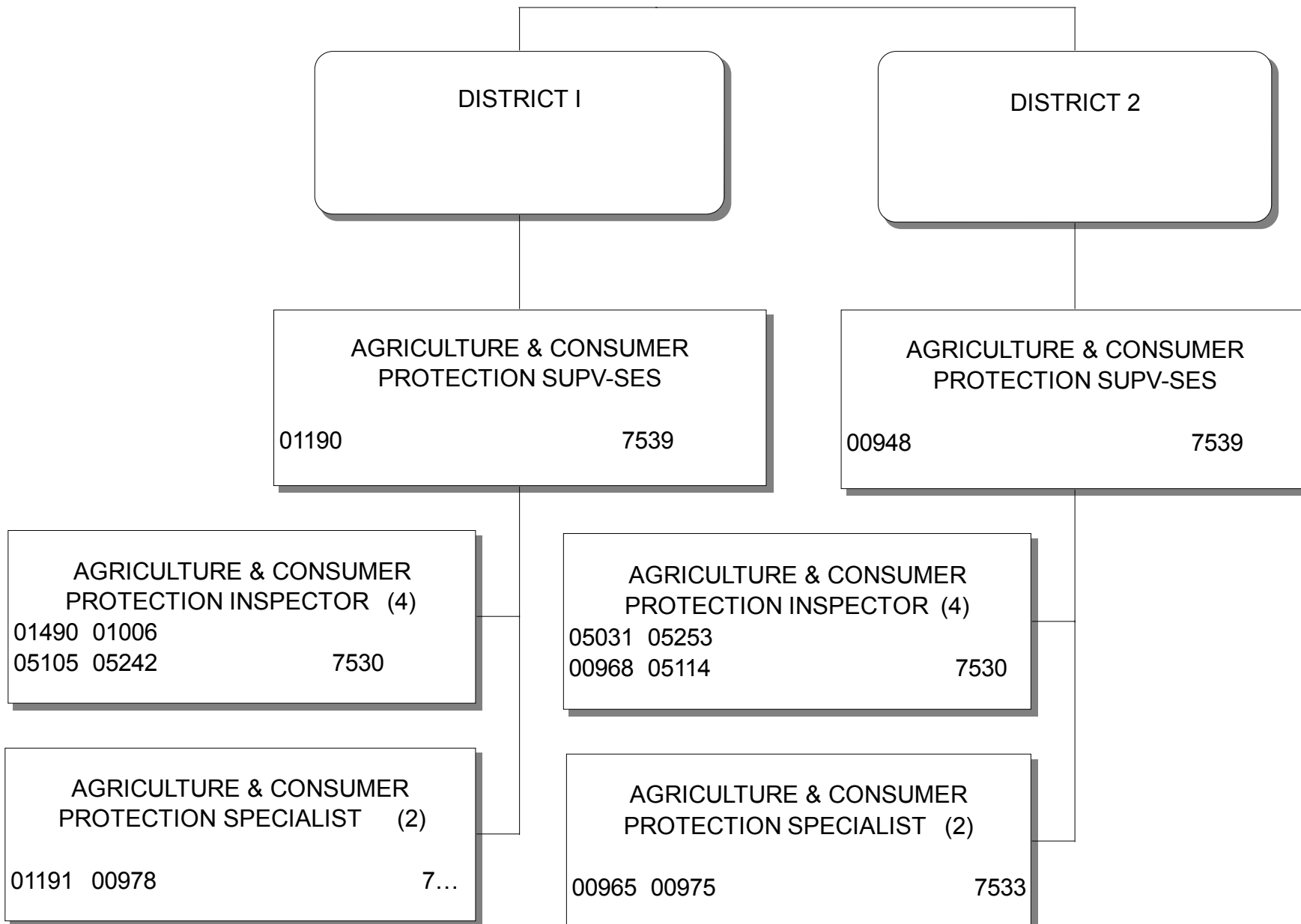
ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 7/1/2016

**DEPARTMENT OF AGRICULTURE
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DIVISION OF ANIMAL INDUSTRY**



**DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF ANIMAL INDUSTRY**

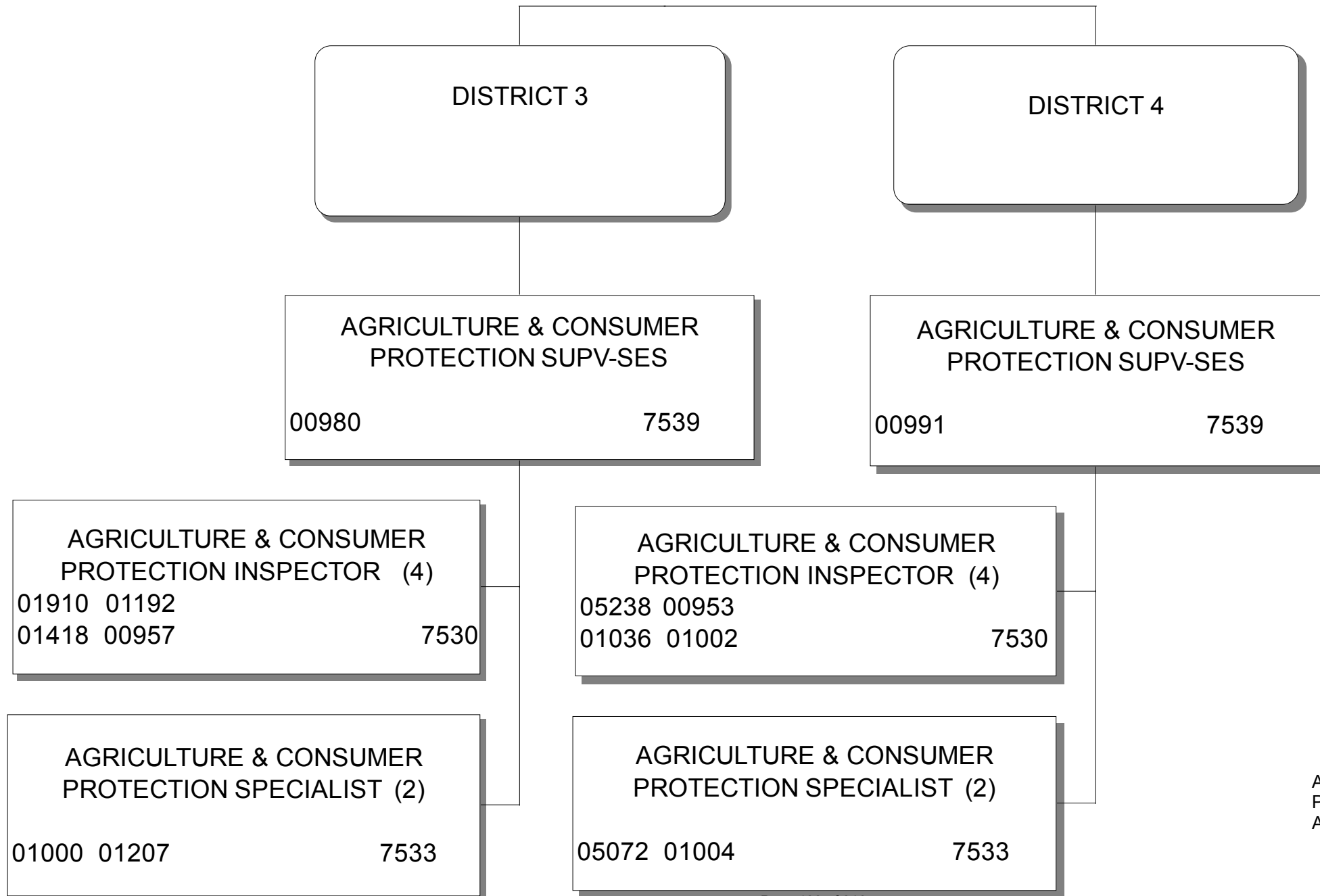
BUREAU OF ANIMAL DISEASE CONTROL
PAGE 2 OF 4



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 2/12/2016

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AND CONSUMER SERVICES
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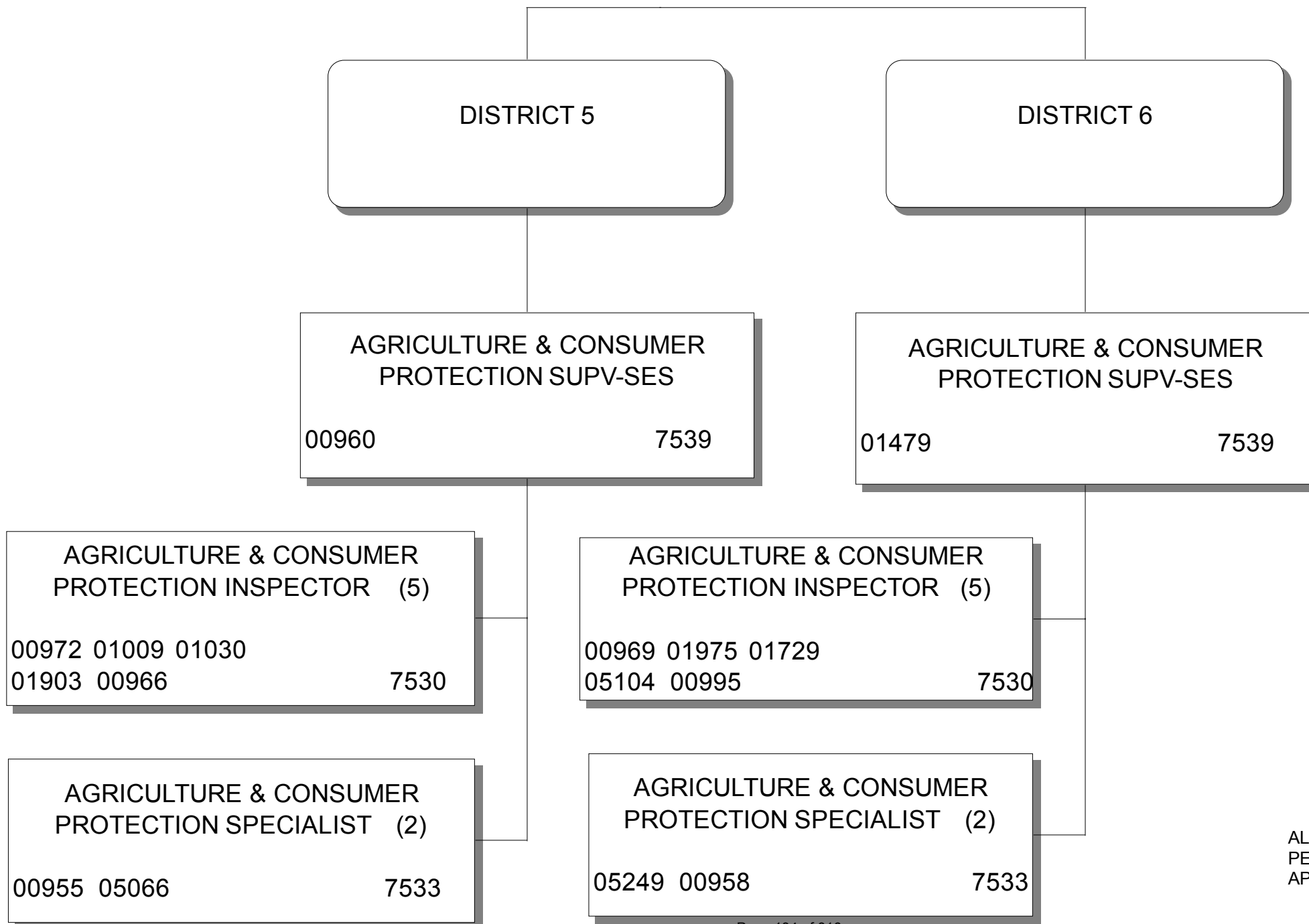
BUREAU OF ANIMAL DISEASE CONTROL
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ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/2/2017

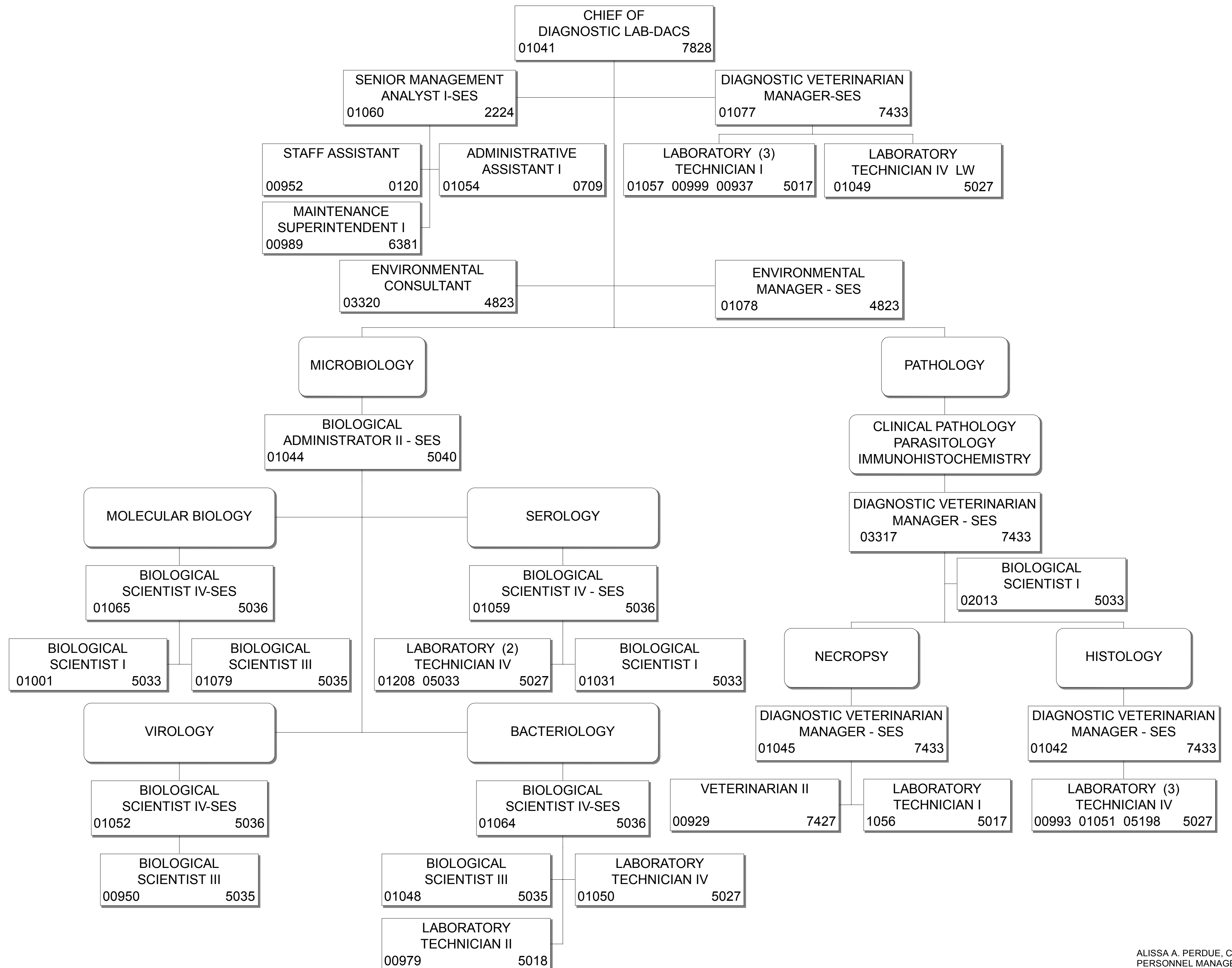
**DEPARTMENT OF AGRICULTURE
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BUREAU OF ANIMAL DISEASE CONTROL
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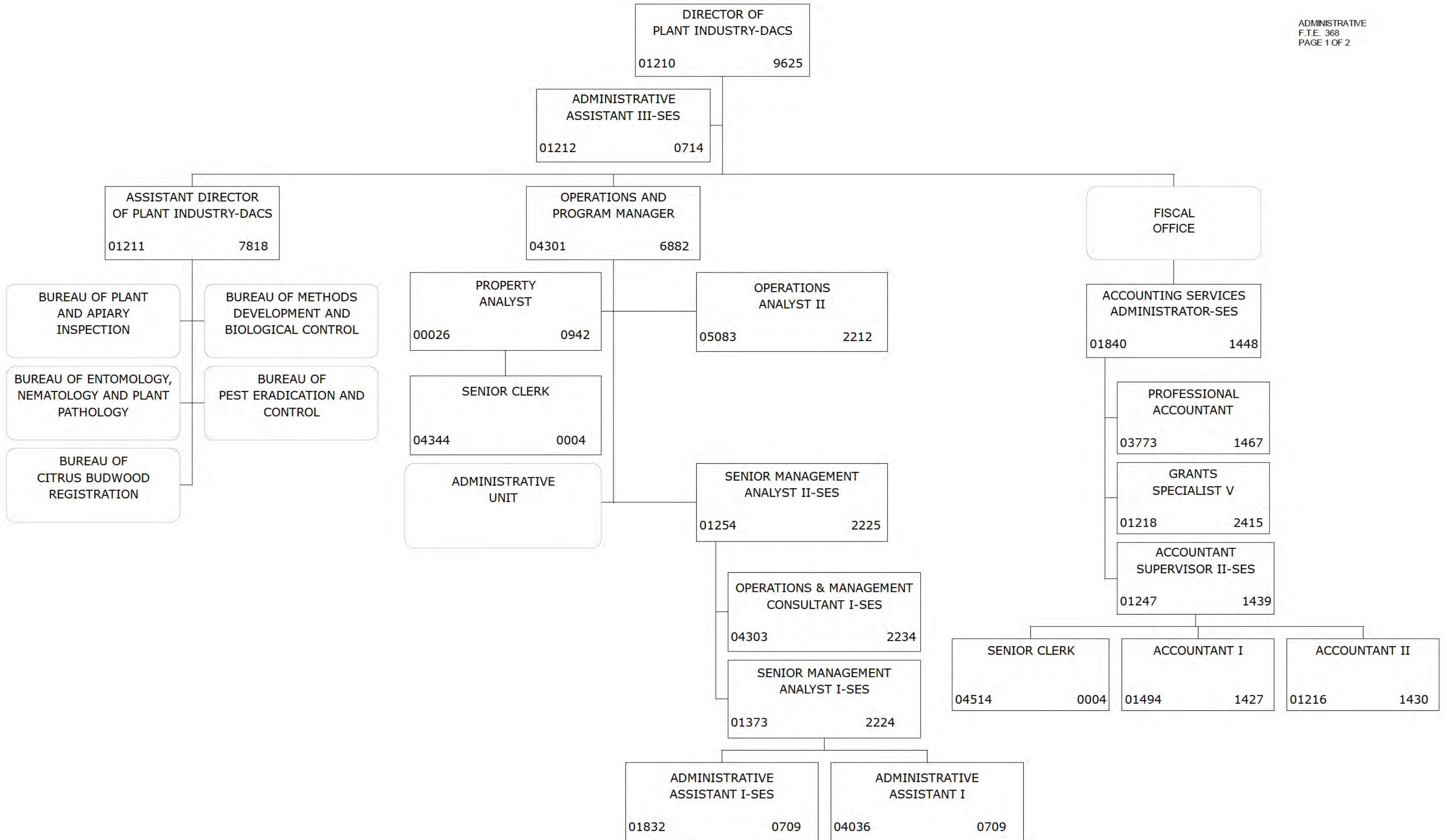
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APPROVED DATE: 4/25/2014

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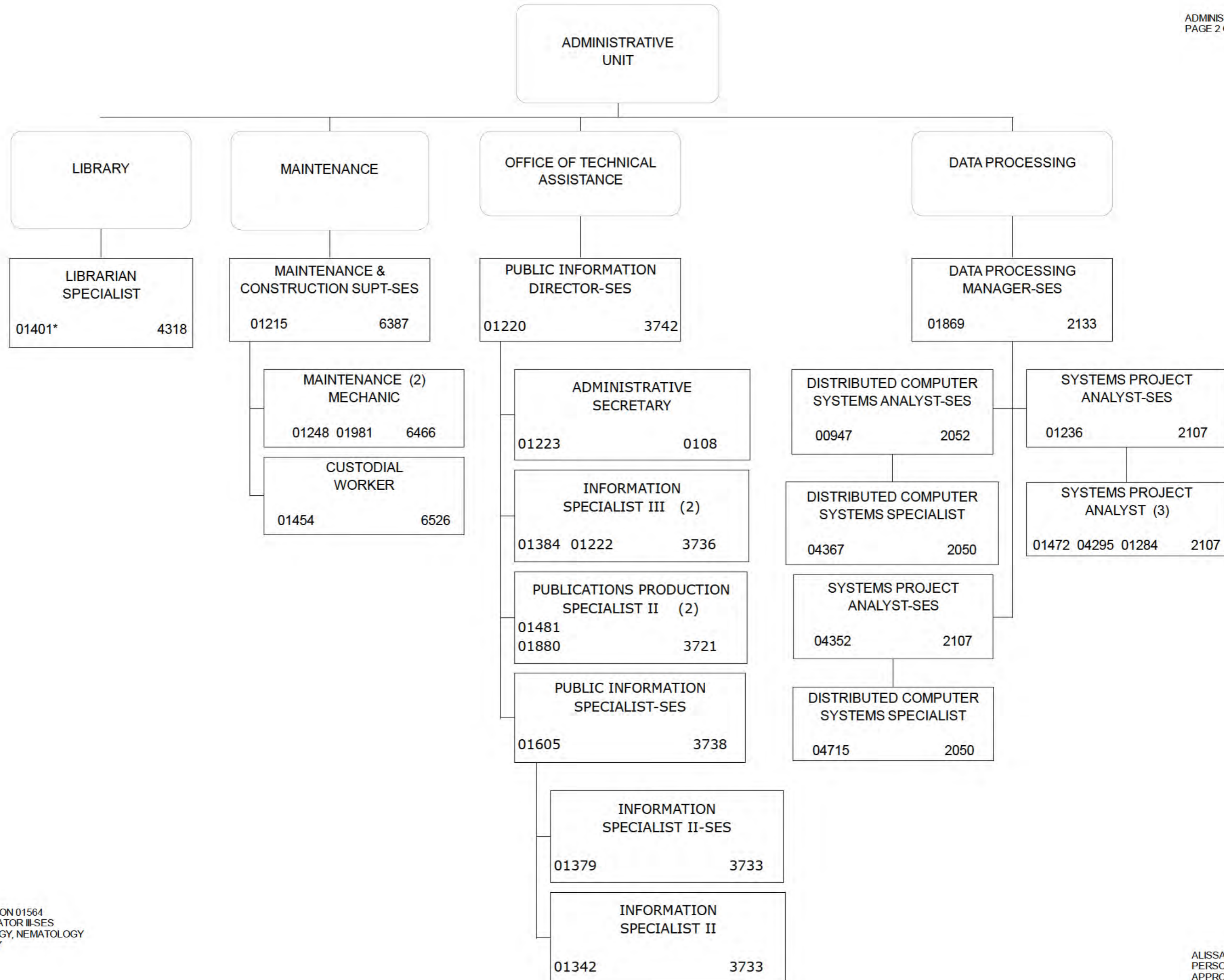
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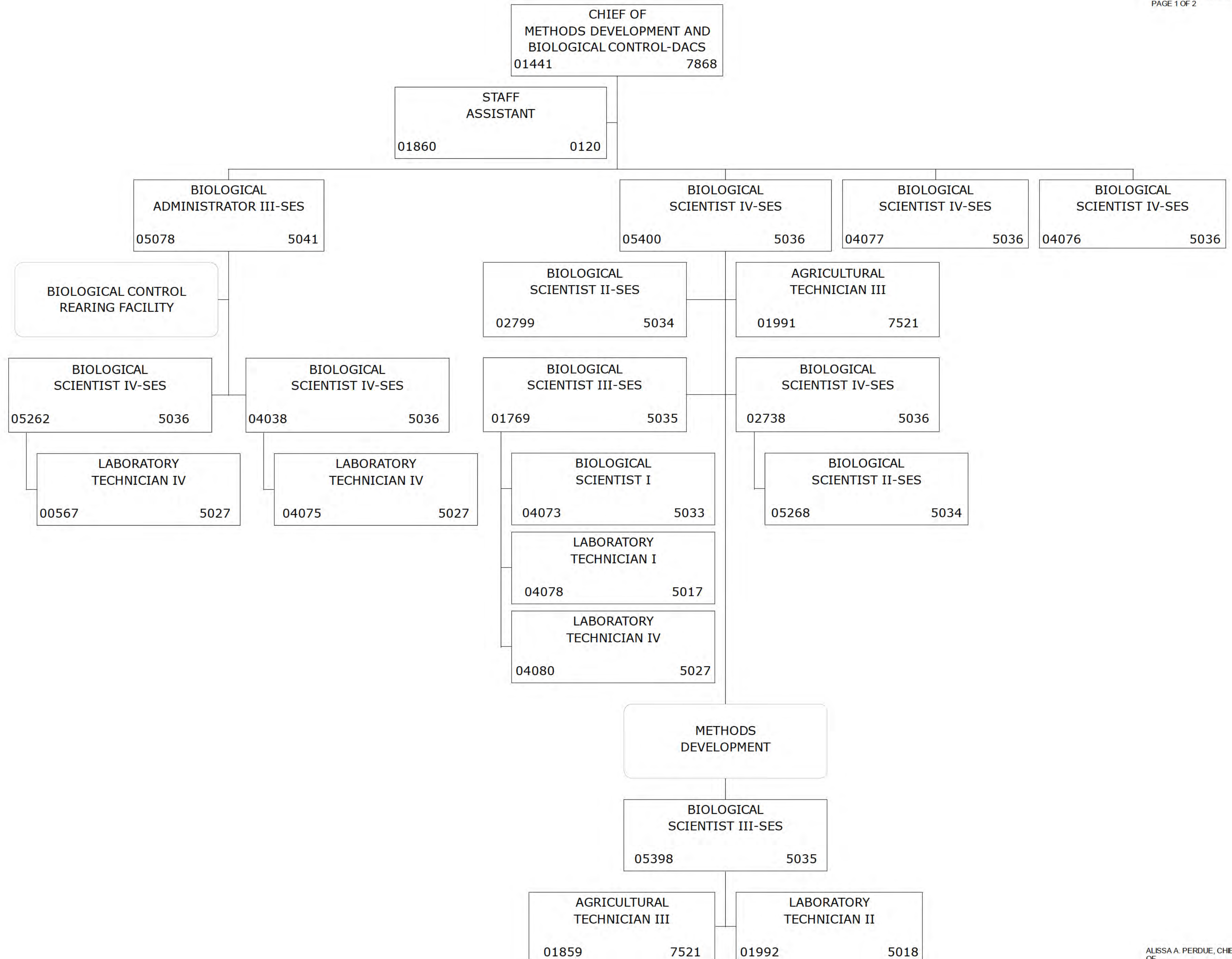


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AND PLANT PATHOLOGY

ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 4/6/2018

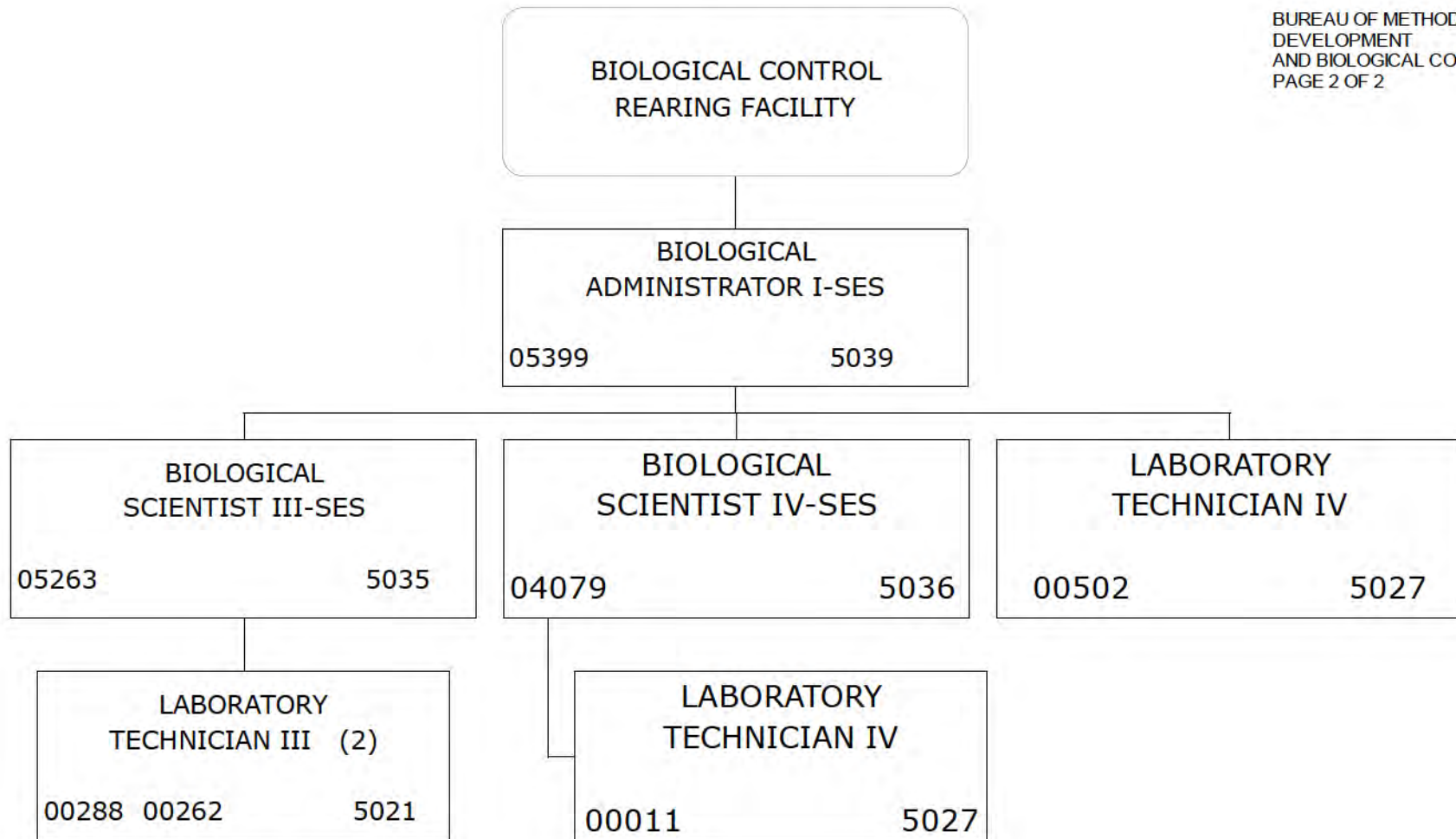
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BUREAU OF METHODS
DEVELOPMENT
BIOLOGICAL CONTROL
PAGE 1 OF 2



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DIVISION OF PLANT INDUSTRY**

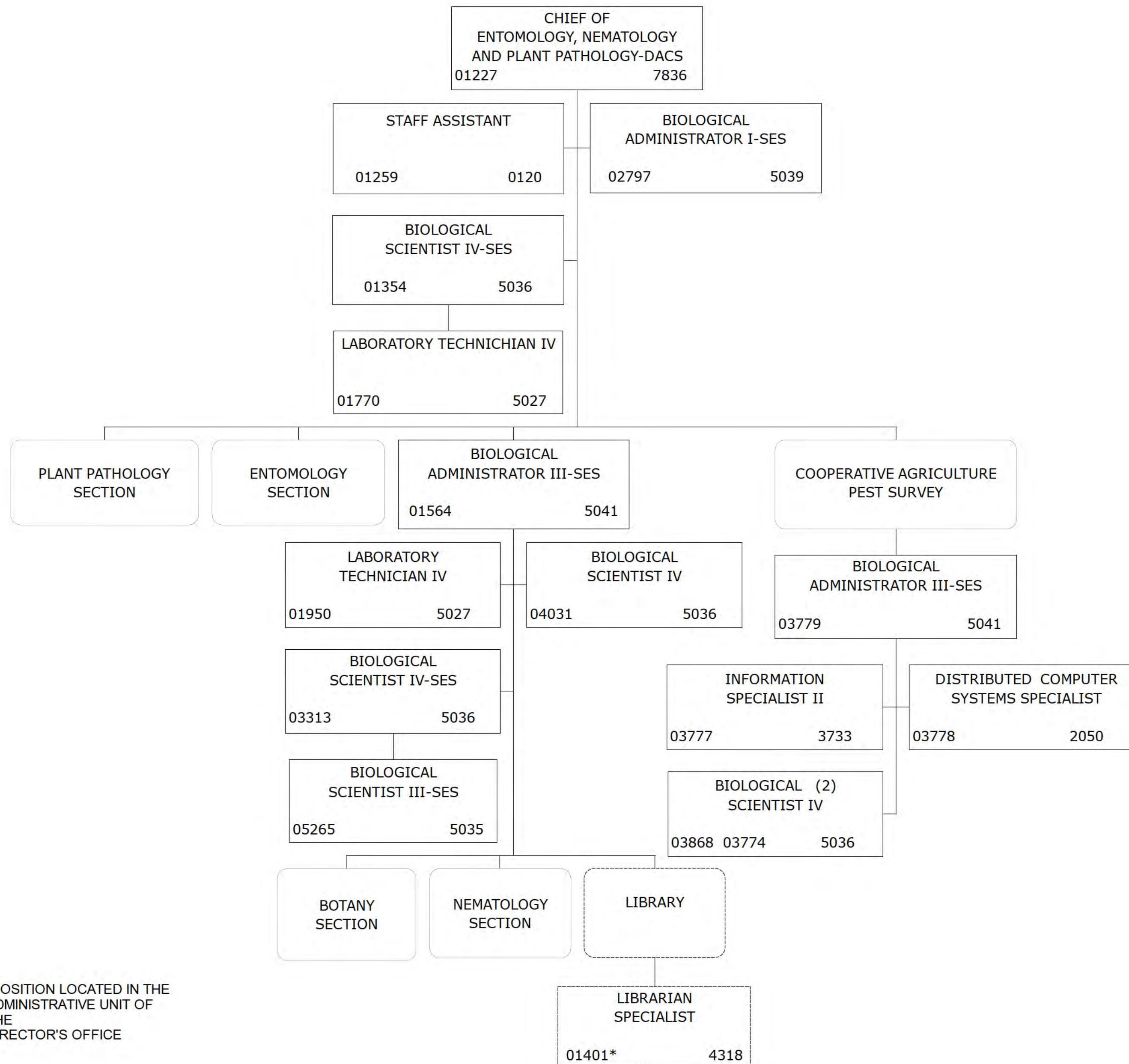
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AND BIOLOGICAL CONTROL
PAGE 2 OF 2



ALISSA A. PERDUE, CHIEF
OF
PERSONNEL MANAGEMENT
APPROVED DATE: 12/1/2017

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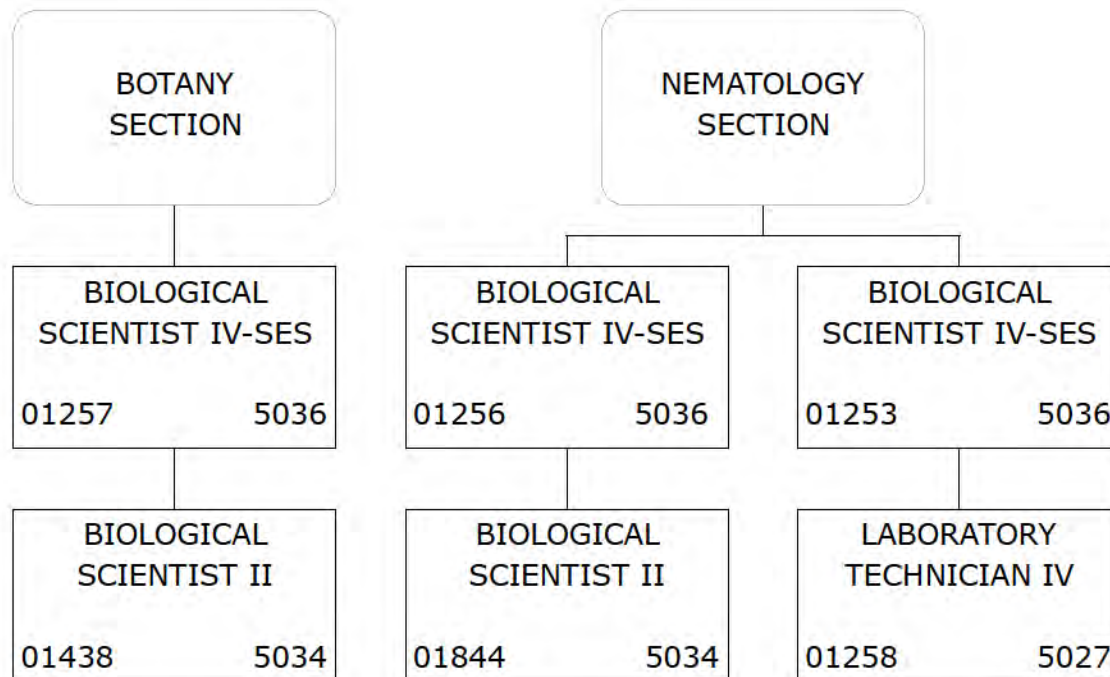
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&
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PAGE 1 OF 4



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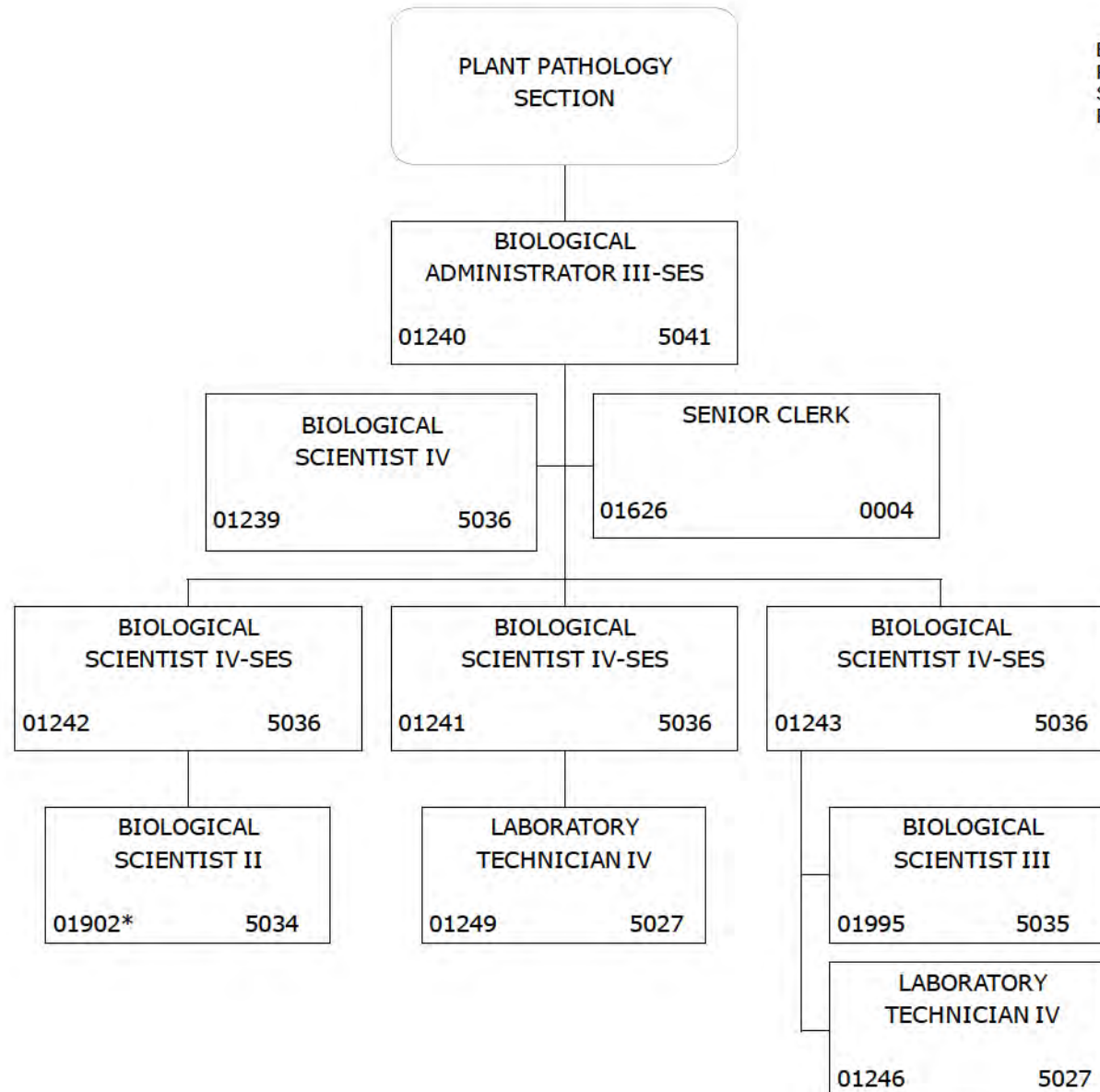
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**DEPARTMENT OF AGRICULTURE
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BUREAU OF ENTOMOLOGY, NEMATOLOGY &
PLANT PATHOLOGY-PLANT PATHOLOGY
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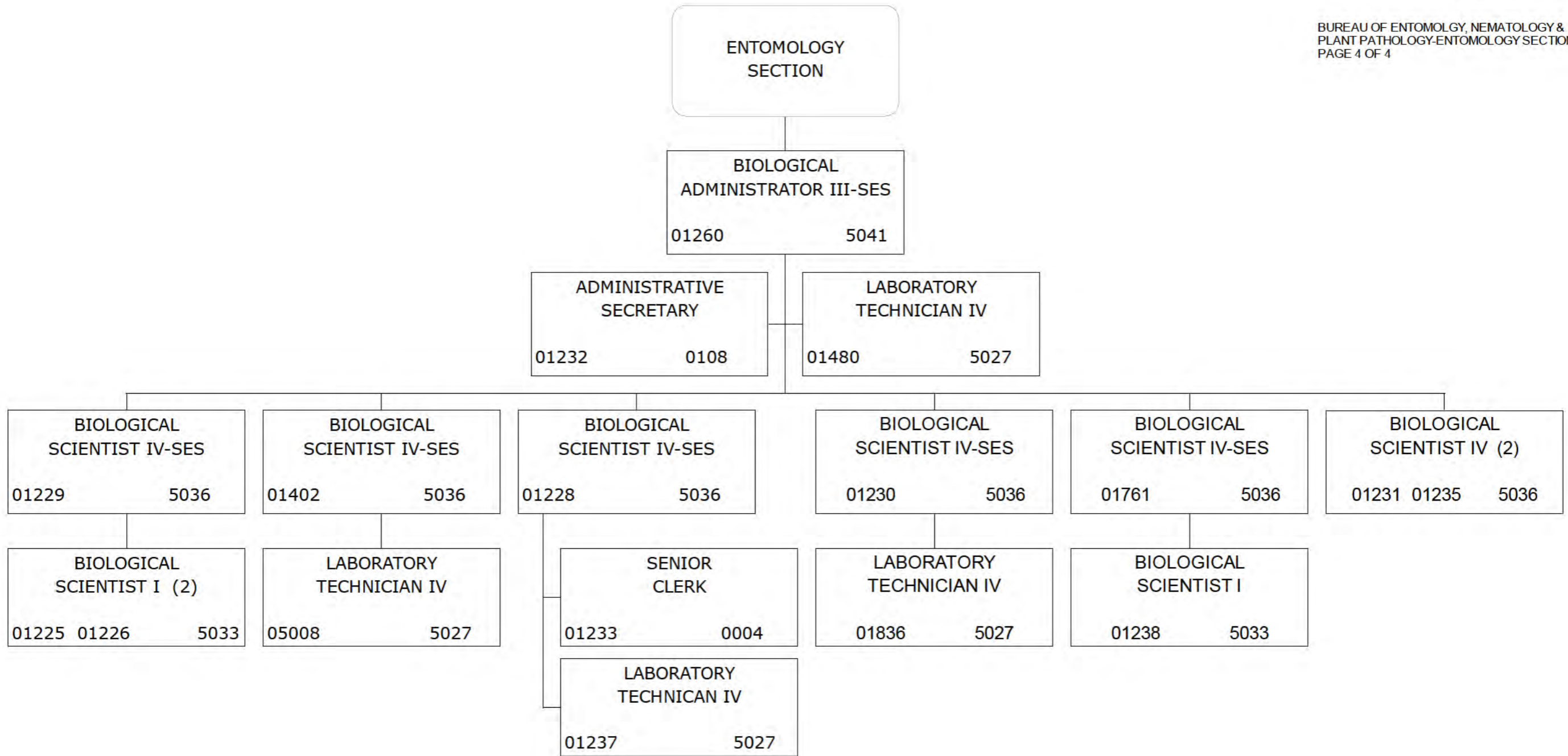


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ALISSA A. PERDUE, CHIEF OF
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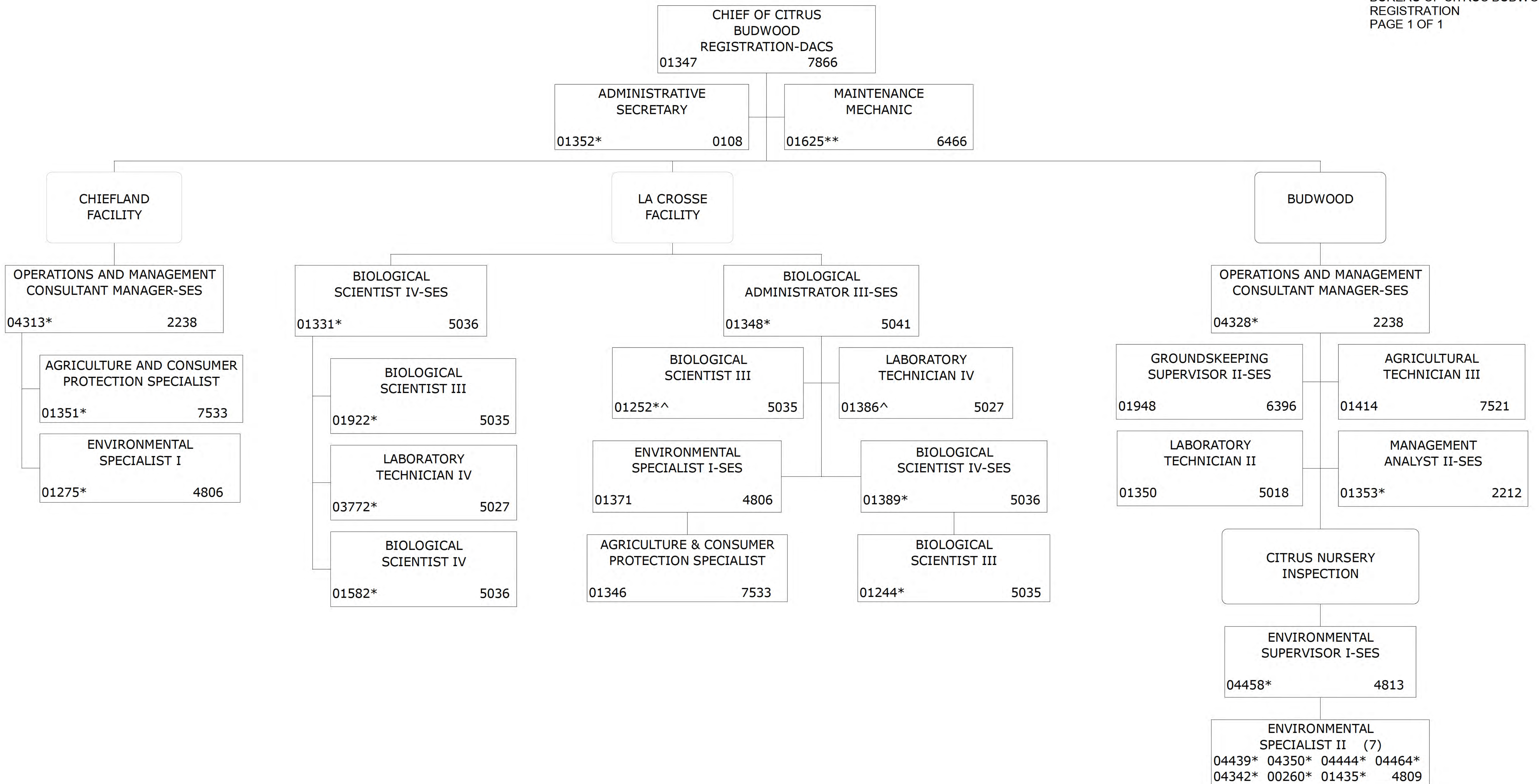
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ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 9/26/2017

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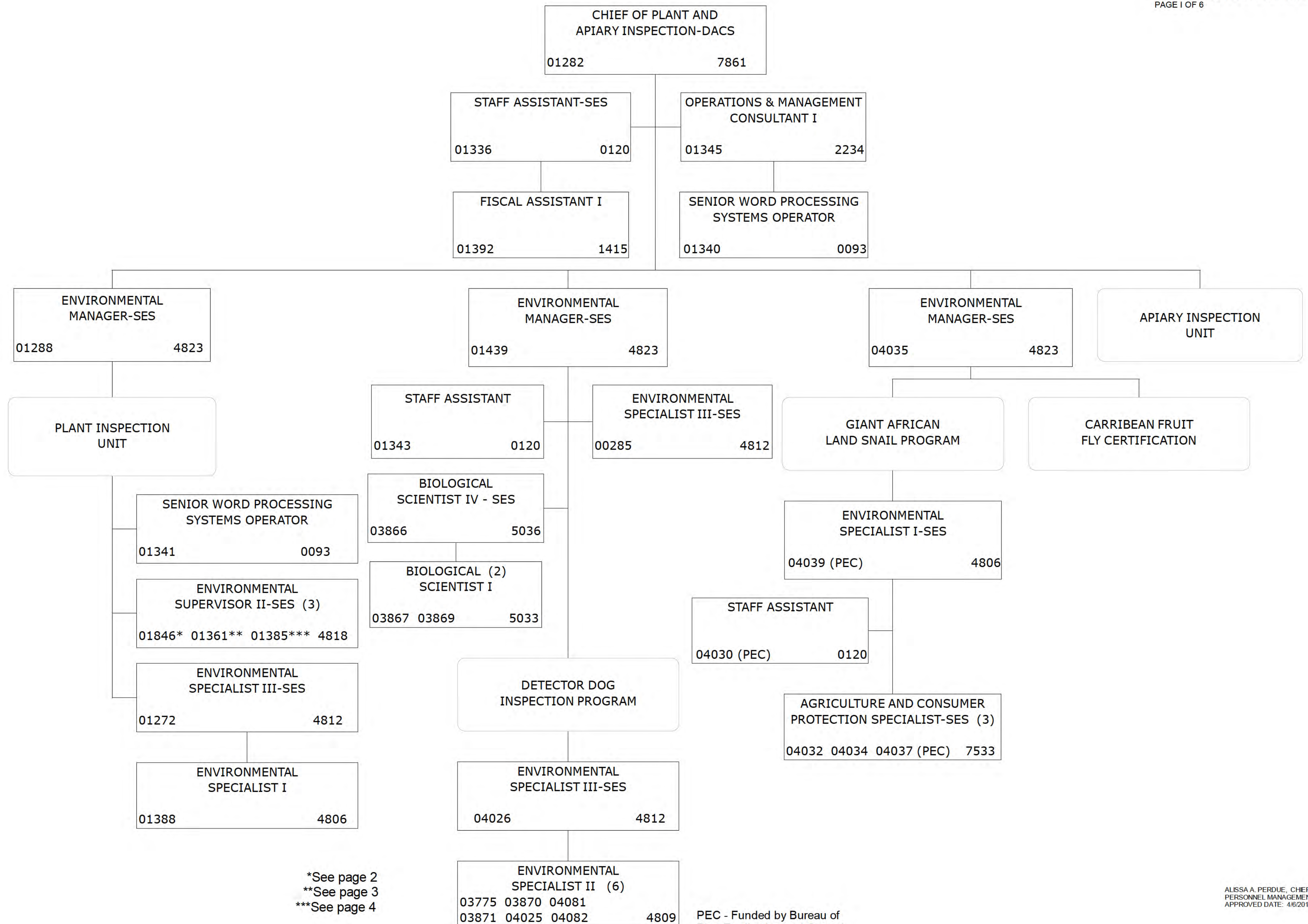
BUREAU OF CITRUS BUDWOOD
REGISTRATION
PAGE 1 OF 1



* FUNDED FROM THE BUREAU OF
PEST ERADICATION AND CONTROL
** FUNDED BY THE DIRECTOR'S OFFICE
^ POSITION LOCATED IN WINTER HAVEN

ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 7/1/2018

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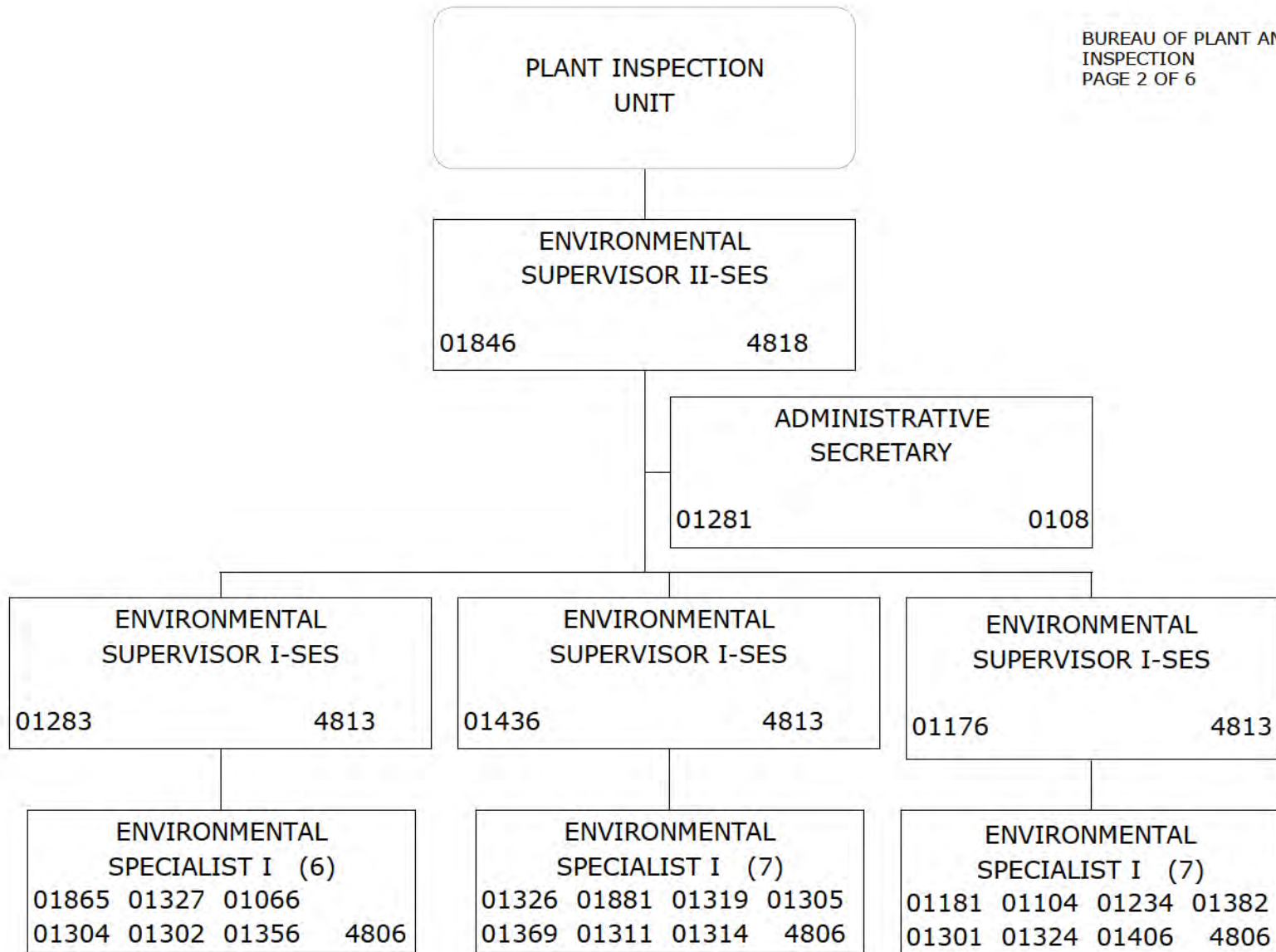


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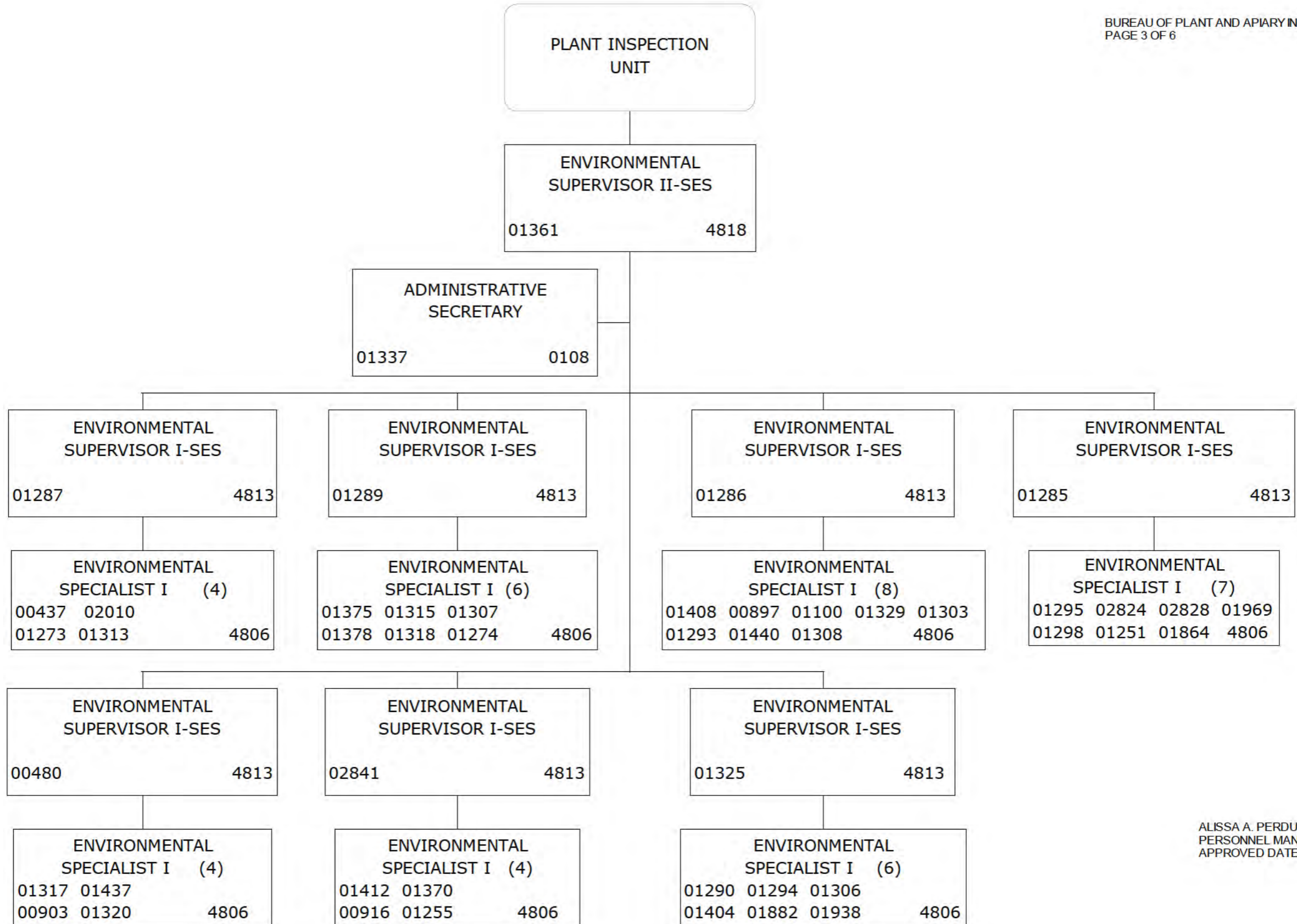
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BUREAU OF PLANT AND APIARY
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PAGE 2 OF 6



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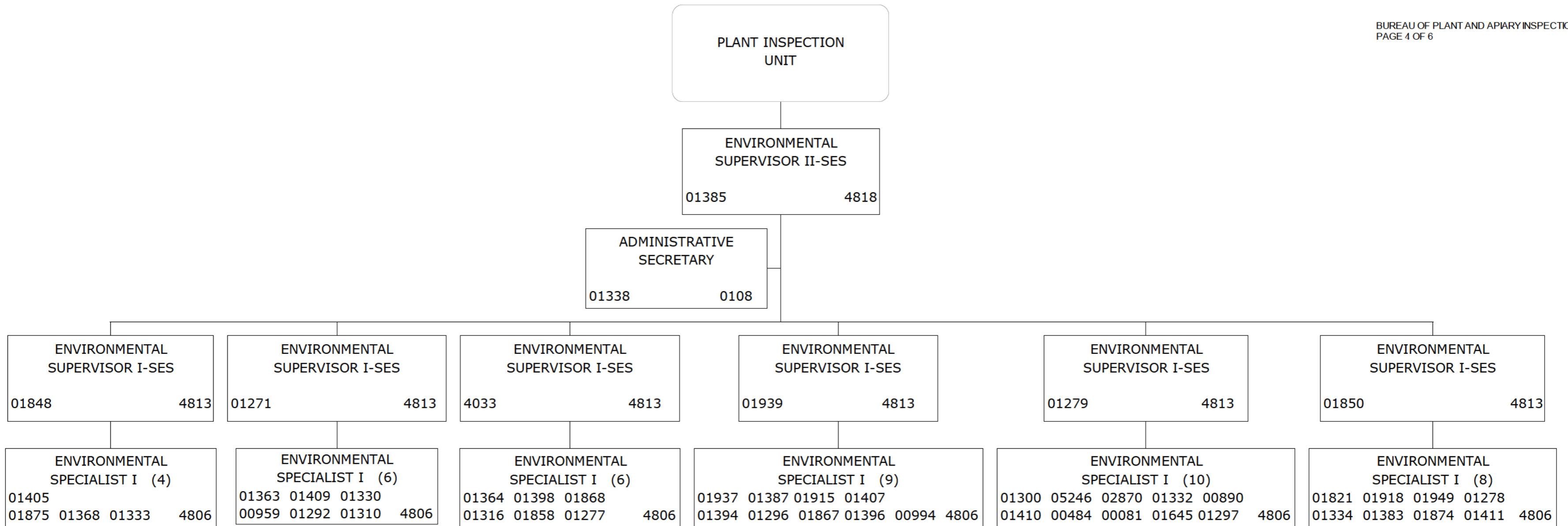
BUREAU OF PLANT AND APIARY INSPECTION
PAGE 3 OF 6



ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 4/6/2018

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DIVISION OF PLANT INDUSTRY**

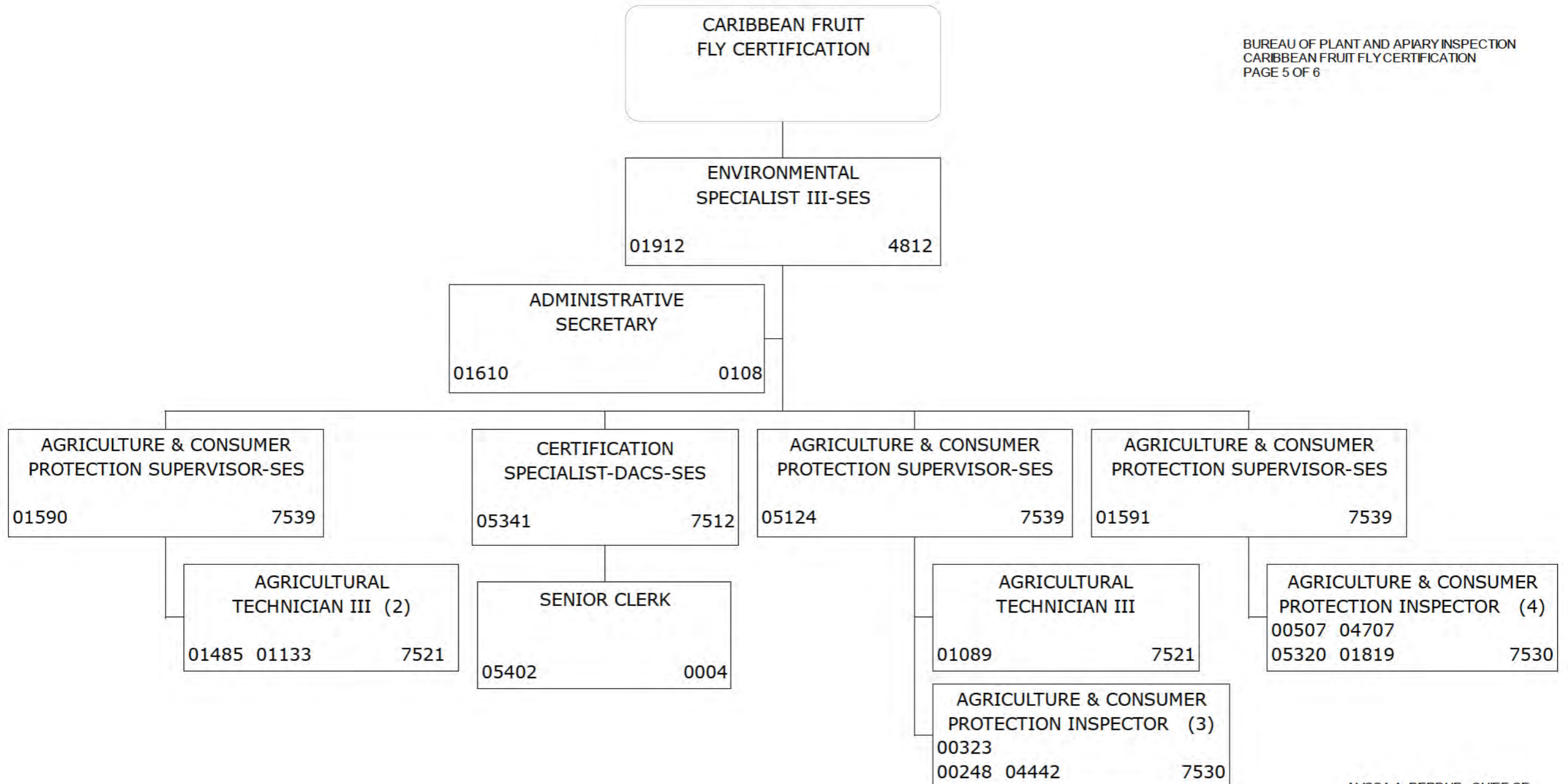
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PAGE 4 OF 6



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PERSONNEL MANAGEMENT
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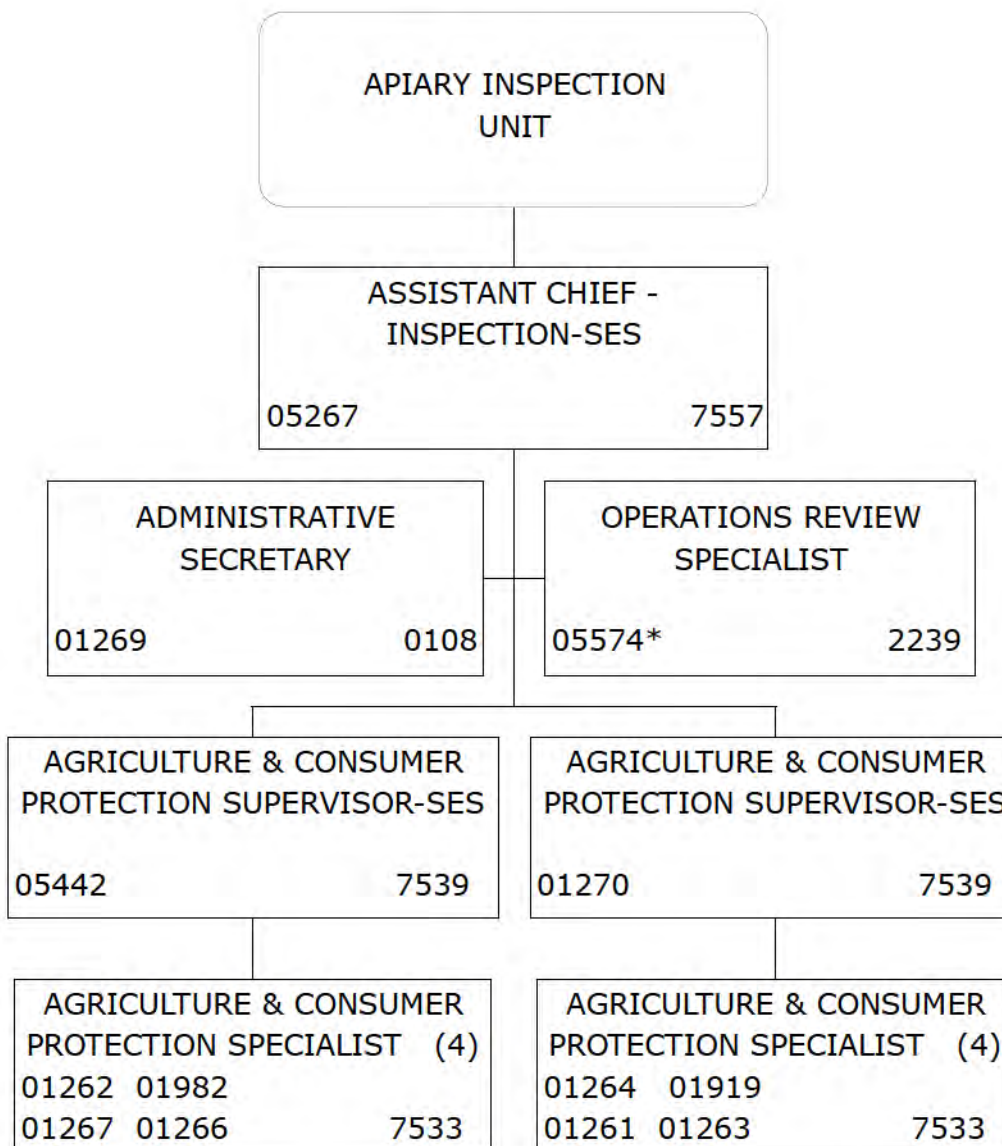
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CARIBBEAN FRUIT FLY CERTIFICATION
PAGE 5 OF 6



ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 3/9/2018

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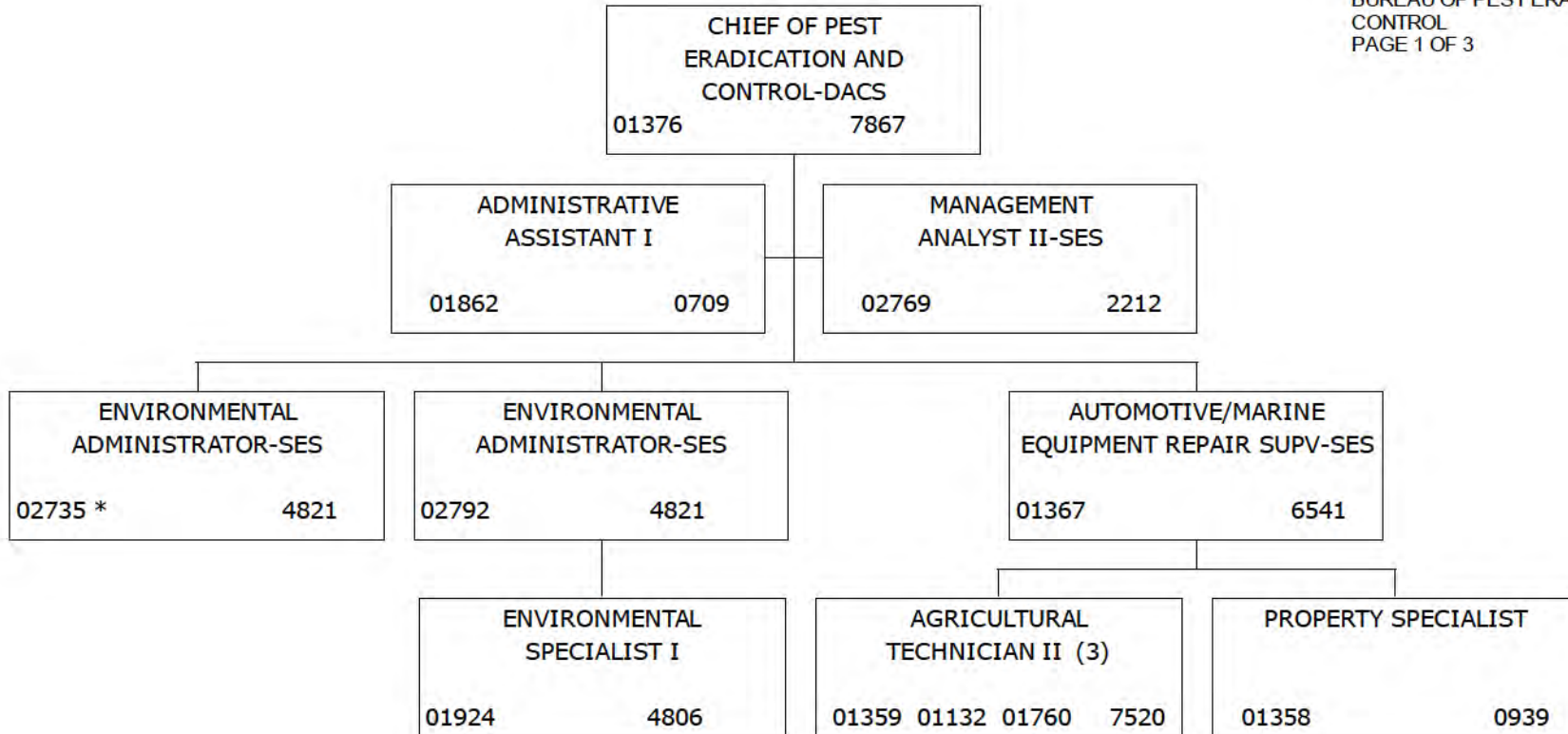
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* FUNDED BY OFFICE OF AGRICULTURAL WATER POLICY

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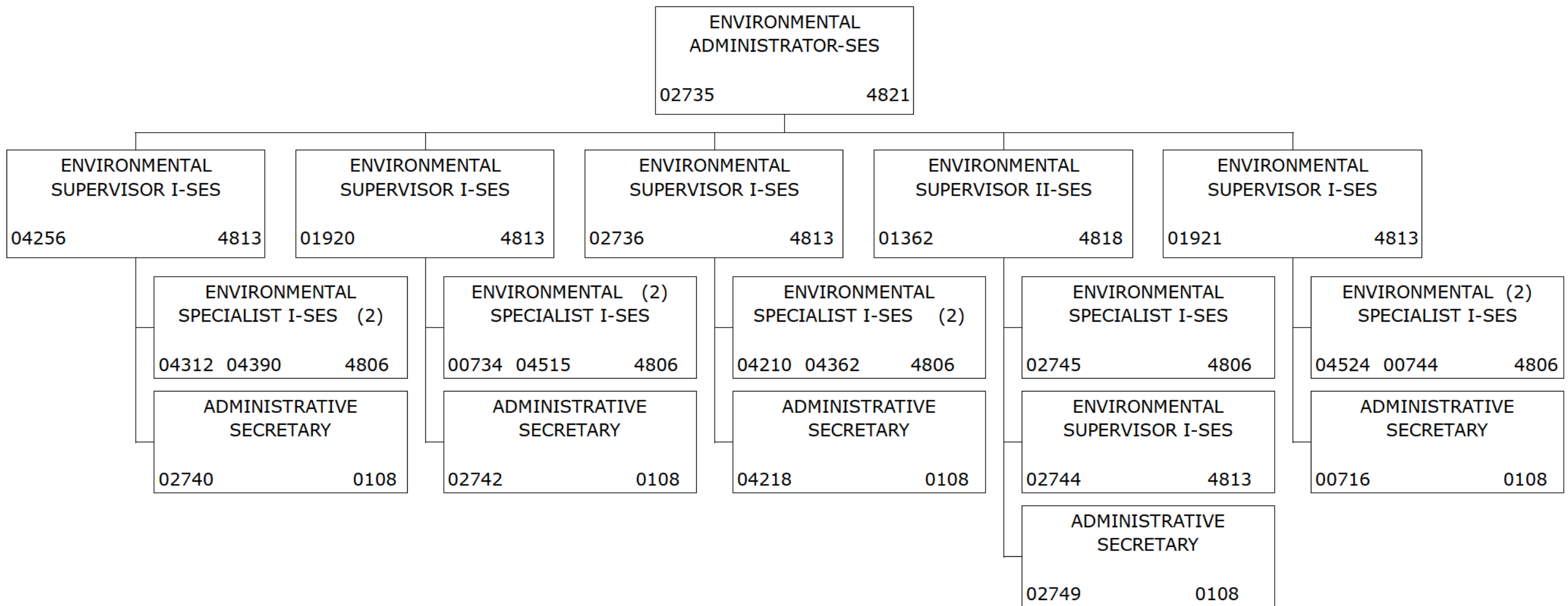
BUREAU OF PEST ERADICATION &
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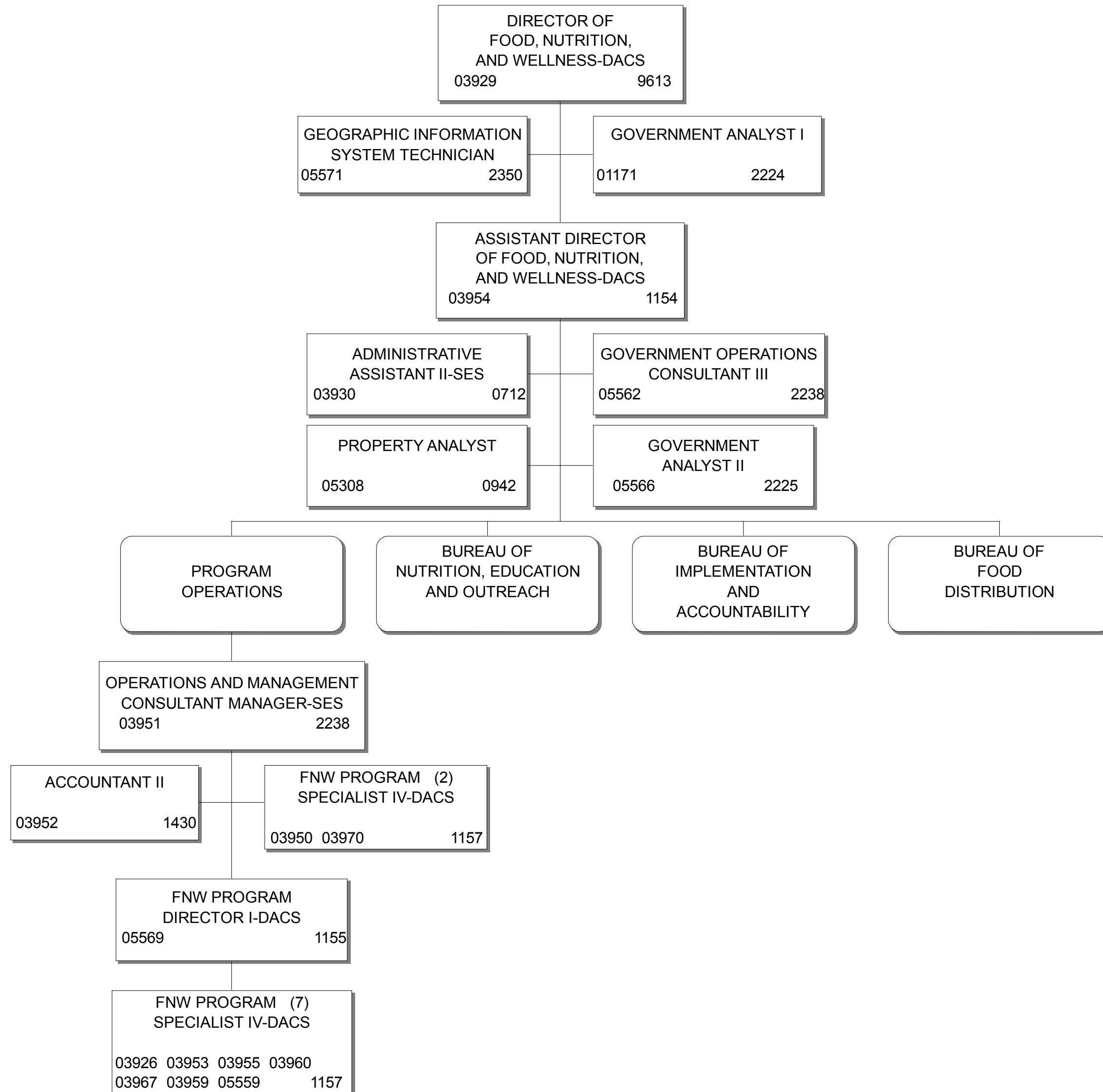
BUREAU OF PEST ERADICATION &
CONTROL
PAGE 2 OF 3



ALISSA A. PERDUE, CHIEF OF
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APPROVED DATE: 10/28/2011

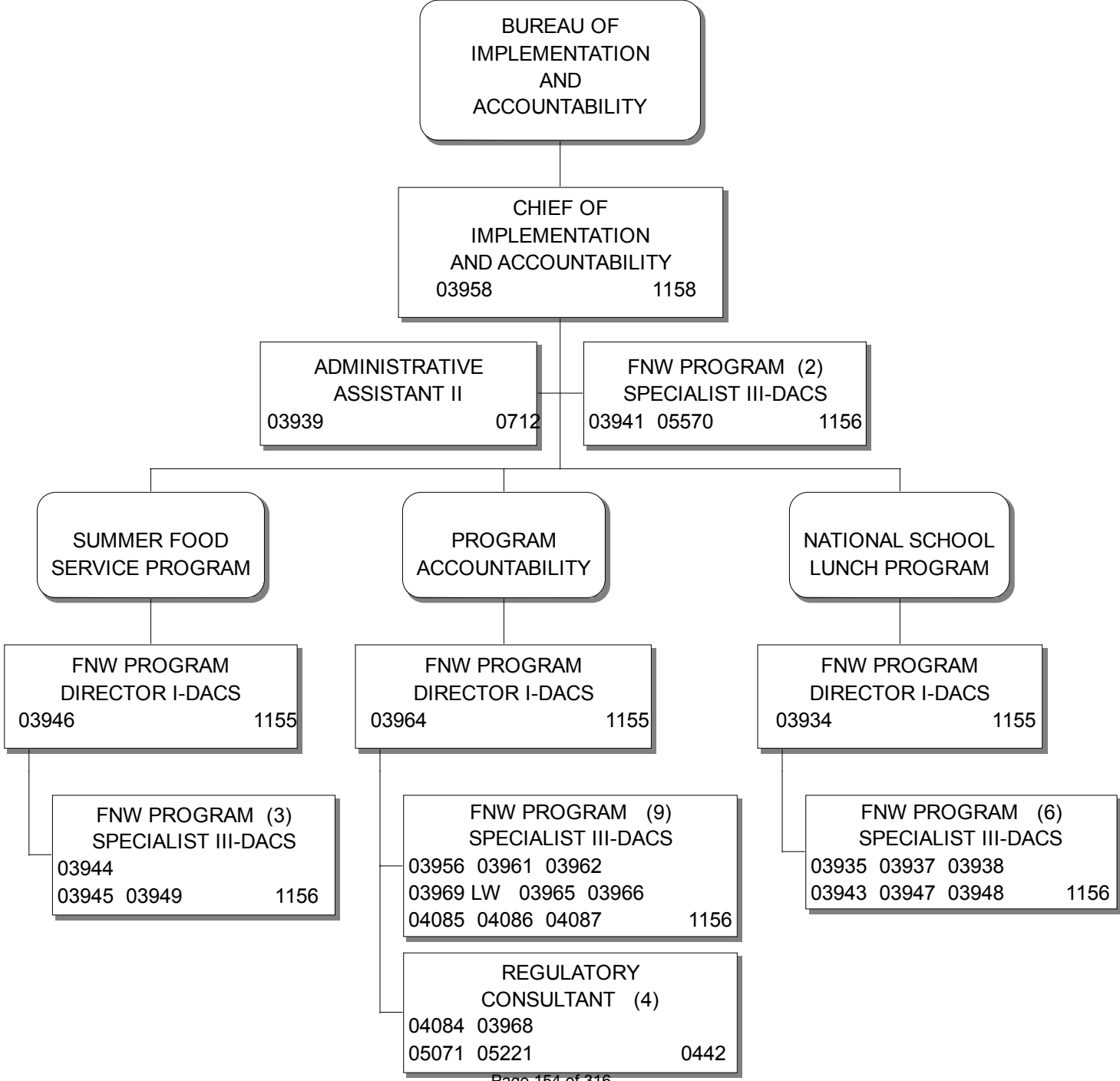
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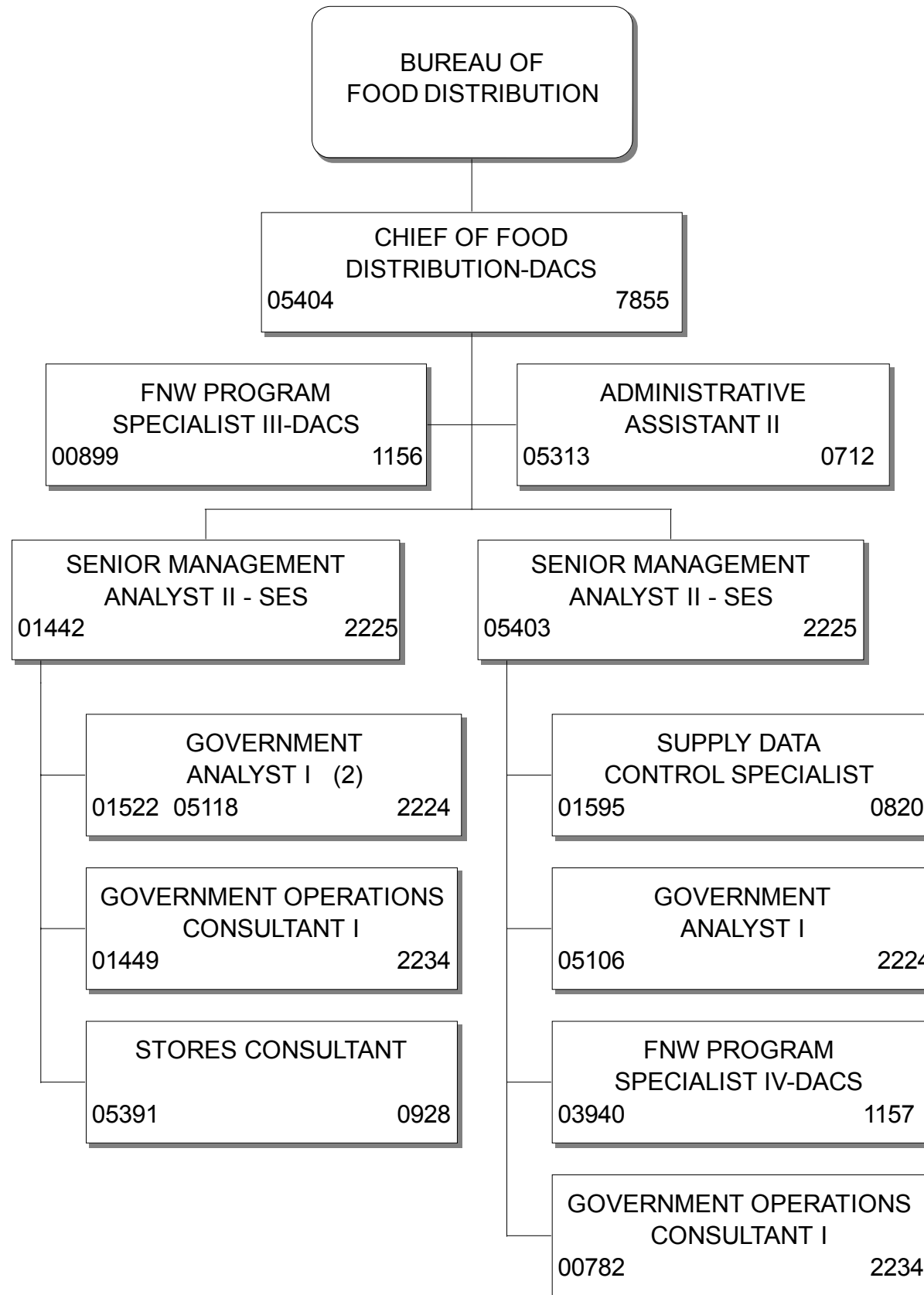
BUREAU OF IMPLEMENTATION
AND ACCOUNTABILITY
PAGE 1 OF 1



ALISSA A. PERDUE, CHIEF OF
PERSONNEL MANAGEMENT
APPROVED DATE: 6/25/2018

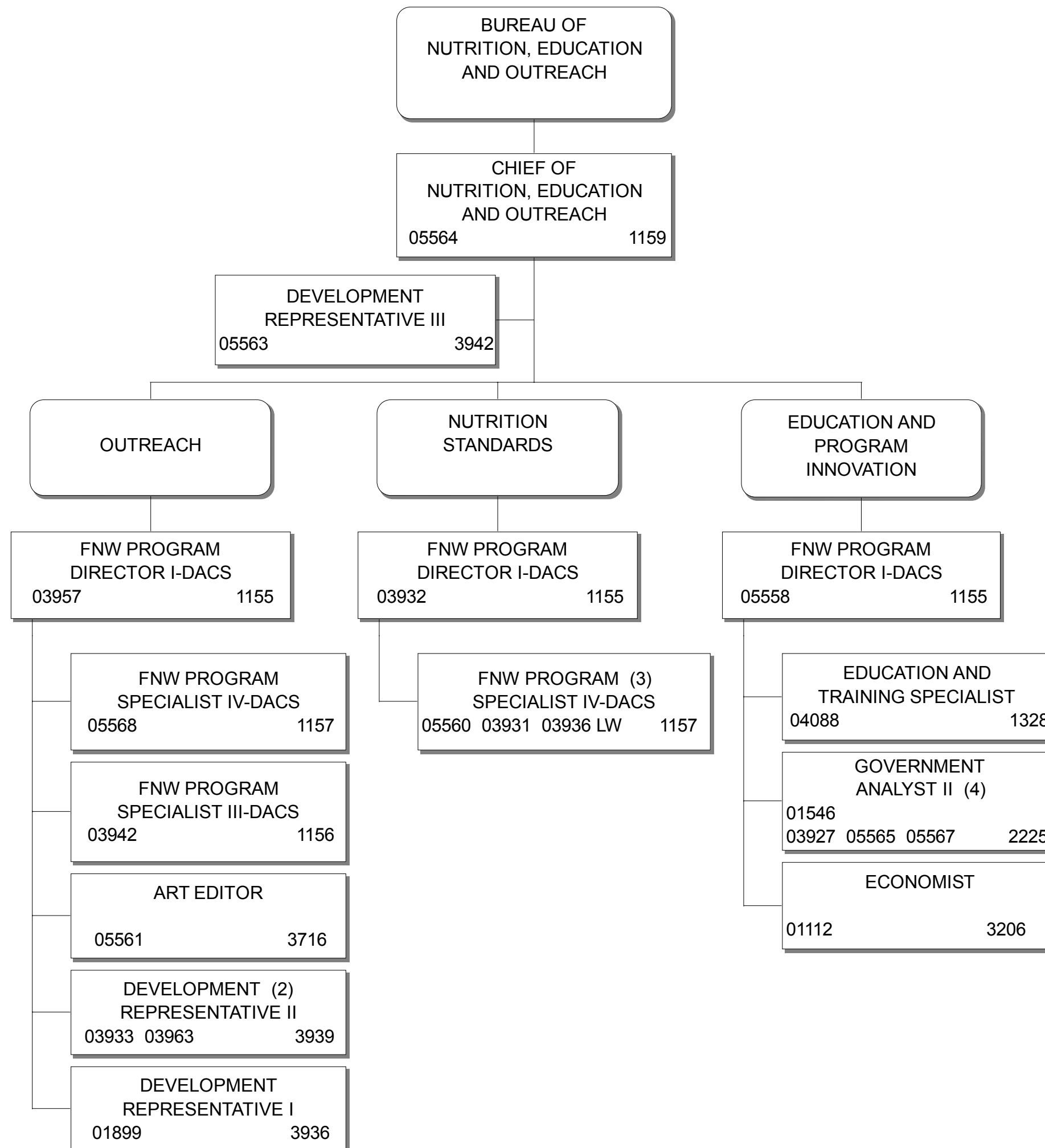
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BUREAU OF FOOD
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FOOD, NUTRITION AND WELLNESS**

BUREAU OF NUTRITION,
EDUCATION AND OUTREACH
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AGRICULTURE AND CONSUMER SERVICES, DEPARTMENT OF, AND		FISCAL YEAR 2017-18			
SECTION I: BUDGET		OPERATING	FIXED CAPITAL OUTLAY		
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		1,763,416,455	30,312,348		
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		929,206	701,622		
FINAL BUDGET FOR AGENCY		1,764,345,661	31,013,970		
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)					21,702,833
Provide Assists To Consumers (call Center) * Number of assists provided to consumers by the call center		473,711	3.72	1,760,601	
Conduct Petrol Field, Liquefied Petrol Gas Facilities, And Amusement Ride Safety Inspections Test And Analyze Petrol Production * Number of regulated devices, entities, and products that are inspected or tested for compliance		716,296	18.99	13,602,612	
Register, License, Or Permit Department Regulated Entities * Number of regulated entities registered by the Division of Consumer Services		129,015	31.19	4,024,436	
State Forest Resource Management *		1,149,383	21.51	24,728,364	
Provide Technical Assists To Non-industrial Forest Landowners * Number of hours spent providing forest-related technical assists to non-industrial private landowners		59,033	55.53	3,278,066	
Visitor Service / Recreation * The number of State Forest visitors		2,399,945	1.36	3,269,117	
Capital Improvements * Number of hours spent on capital improvement projects		205,690	105.15	21,629,122	
Provide Land Management Assistance To Other Agencies * Number of hours spent providing forest-related technical assists to public land management agencies		17,561	85.46	1,500,727	
Protect Acres Of Forest Land From Wildfires * Number of acres of wildlands protected from wildfires		26,679,830	2.80	74,675,355	
Licensing * NA		351,436	67.58	23,749,701	
Compliance Section * Number of Administrative Actions		39,566	92.31	3,652,159	
Regional Offices * Number of new and renewal concealed weapon/firearm licenses Issued		89,580	93.50	8,375,721	
Inspect Pesticide Applicators And Dealers * Number of pesticide inspections conducted		2,219	1,129.09	2,505,440	
License Pesticide Applicators And Dealers * Number of pesticide applicators and dealers licensed		12,421	42.01	521,746	
Evaluate And Manage Pesticide Products * Number of pesticide products registered		226	3,353.36	757,859	
Register Pesticide Products * Number of pesticide products registered		16,705	48.95	817,712	
Analyze Pesticide Products * Number of pesticide sample determinations performed		145,259	10.88	1,579,788	
Inspect Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		5,046	709.82	3,581,766	
License Pest Control Businesses And Applicators * Number of pest control businesses and applicators licensed		51,922	23.28	1,208,798	
Regulate Mosquito Control Programs * Number of people served by mosquito control activities		61	145,391.67	8,868,892	
Regulate Fertilizer Companies * Number of fertilizer inspections conducted		2,843	491.64	1,391,727	
Analyze Fertilizer Products * Number of fertilizer sample determinations		137,704	8.53	1,173,961	
Analyze Seed Companies * Number of official seed sample determinations performed		93,242	5.02	468,268	
Regulate Seed Companies * Number of seed inspections conducted		2,261	199.29	450,592	
License Feed Companies * Number of feed companies licensed		1,285	652.97	839,063	
Analyze Feed Products * Number of official feed samples collected by feed manufacturers and analyzed by certified labs for regulatory purposes		2,310	100.84	232,946	
Conduct Food Establishment Inspections * Number of inspections of food establishments and water vending machines		31,884	488.59	15,578,269	
Perform Analyses Of Food Samples * Number of food analyses conducted		34,165	124.72	4,261,210	
Perform Analyses For Chemical Residues And Pesticide Data * Number of chemical residue analyses conducted		2,591	1,589.58	4,118,594	
Energy Efficiency And Renewable Energy Grants And Incentives * NUMBER OF GRANTS AND FINANCIAL INCENTIVES PROCESSED		60	36,447.00	2,186,820	850,000
Energy And Climate Program Coordination * NUMBER OF PAGEVIEWS OF THE FLORIDA ENERGY CLEARINGHOUSE		79,642	11.75	935,999	
Inspect Shellfish Processing Plants * Number of shellfish processing plants inspections and HACCP (Hazard Analysis Critical Control Point) records reviews		1,354	439.86	595,568	
Test Water Quality * Number of acres tested		1,352,798	1.13	1,531,337	
Administer Aquaculture Certification Program * Number of certifications issued to first-time applicants or renewed		1,075	561.23	603,322	
Administer Shellfish Lease Program * Number of Submerged Land Leases		712	117.28	83,502	
Conduct Oyster Planting Activities * Cubic yards of cultch deposited to restore habitat on public oyster reefs		98,201	2.99	293,764	
Conduct Regulatory Investigations * Number of complaints investigated upon referral from the Division of Consumer Protection		2,693	1,282.78	3,454,532	
Increase In Number Of New Sites Providing Free Meals In The Summer Food Service Program * Increase in the number of sites serving meals and the number of meals served to children in the Summer Food Service Program		15,220,868	3.05	46,428,909	
Conduct Law Enforcement Investigations * Number of law enforcement investigations initiated		708	4,951.13	3,505,401	
Agriculture State Law Enforcement - Commodity Interdiction * Number of vehicles inspected at agricultural interdiction stations		10,700,170	1.58	16,891,205	
Capture Bills Of Lading * Number of Bills of Lading transmitted to the Department of Revenue from Agricultural Interdiction Stations		58,163	49.15	2,858,813	
Develop And Implement Best Management Practices (bmps) For Agricultural Industry * Number of acres in the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		166,067	90.12	14,966,670	5,500,000
Assist Implementation Of 1999 Watershed Restoration Act * Number of acres outside the Northern Everglades and Estuaries Protection Program area enrolled annually, through Notices of Intent, in Agricultural Water Policy Best Management Practices programs		332,616	77.73	25,855,254	
Develop Water Policy * Number of water policy assists provided to agricultural interests		1,856	187.09	347,233	
Assist Mobile Irrigation Laboratory Conservation Programs * Number of gallons of water potentially conserved annually by agricultural operations pursuant to site-specific recommendations provided by participating Mobile Irrigation Labs		7,600,000,000	0.00	289,095	
Assist Soil And Water Conservation Districts * Number of soil and water conservation districts assisted		58	4,984.40	289,095	
Inspect Dairy Establishments And Collect Samples * Number of dairy establishment inspections and samples collected		1,689	674.40	1,139,067	
Perform Sample Analyses * Number of analyses conducted on Florida Milk Regulatory Program samples		20,307	16.95	344,274	
Inspect Dairy Tankers And Evaluate Bulk Milk Sample Collectors * Number of dairy tankers inspected and bulk milk sample collectors evaluated		1,331	60.95	81,125	
Conduct Florida Agriculture Promotion Campaign (fapc) And Related Promotional Activities * Number of buyers reached with agricultural promotion campaign messages		70,394,602	0.07	4,988,443	
Provide Education & Communications * Number of media items produced for promotional and educational purposes		1,156	1,254.26	1,449,220	
Conduct State Farmers Market Program * Number of leased square feet at state farmers' markets		1,860,000	2.16	4,012,726	941,000
Conduct Agriculture/Seafood/ Aquaculture Assists * Number of marketing assists provided to producers and businesses		287,376	17.36	4,988,436	
Conduct Citrus Packing House And Processing Inspections * Number of tons of citrus inspected		2,199,251	1.41	3,090,052	
Conduct Shipping And Receiving Point Vegetable Inspections And Regulate Imports In Applicable Areas Upon Request * Number of tons of vegetables inspected		605,139	4.63	2,803,126	
Conduct Terminal Market Inspections Upon Request Of Shippers/Receivers * Number of tons of fruits and vegetables inspected		53,789	29.60	1,592,025	
Inspect Plants For Plant Pests, Disease Or Grade And Service Exotic Fruit Fly Traps * Number of plant, fruit fly trap, and honeybee inspections performed		909,914	31.25	28,435,712	
Identify Plant Pests * Number of plant, soil, insect and other organism samples processed for identification or diagnosis		595,495	6.95	4,136,473	
Certify Citrus Fly-free * Number of cartons of citrus certified as fly-free for export		896,590	1.62	1,449,391	
Develop Control Methods And Rear Biocontrol Agents * NA		3,382,573	0.66	2,236,621	
Release Sterile Fruit Flies * Number of sterile med flies released		4,147,962,620	0.00	1,202,793	
Inspect Apiaries * Number of honey bee inspections performed		353,392	3.07	1,084,116	
Register Citrus Budwood * NA		57,684	23.39	1,349,063	
Certify Nurseries As Imported Fire Ant Free * NA		3,175	21.00	66,684	
Distribute Endangered Plant Grant Money To Qualified Applicants To Preserve Native Plants * NA		4	60,000.00	240,000	
Prevent, Control And Eradicate Animal Diseases * Number of animal tests and/or vaccinations performed on animals		89,208	72.26	6,446,216	
Inspect Livestock On Farms/Ranches For Sanitary/Humane Conditions * Number of animal site inspections performed		12,384	377.44	4,674,264	
TOTAL				429,535,664	28,993,833
SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER					
REVERSIONS					
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)					
				1,764,345,812	31,013,970

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Florida Department of Agriculture and Consumer Services **Contact:** Derek Buchanan, Director

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2017 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2018-2019 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2018-2019 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Rural and Family Lands	B	\$ 20,000,000	\$ 75,000,000
b	Land Management	B	\$ 1,119,832	\$ 11,281,150
c	Lake Okeechobee Restoration Projects	B	\$ 9,300,000	\$ 15,000,000
d	Agricultural Nonpoint Source Best Management Practices	B	\$ 3,800,000	\$ 10,000,000
e	Forestry Wildfire Prevention Equipment	B	\$ 3,700,000	\$ 11,397,500
f	Florida Agricultural Promotional Campaign	B	\$ 2,900,000	\$ 5,000,000
g	Water Conservation/Supply	B	\$ 1,500,000	\$ 1,500,000
i	Farm Share/Food Banks	B	\$ 4,300,000	\$ 4,000,000
j	Aquaculture Program/ARC Council List	B	\$ 500,000	\$ 735,091
k	Agricultural Promotion and Education Facilities	B	\$ 6,600,000	\$ 3,000,000
l	Agricultural Emergency Eradication Trust Fund	R	\$ 13,300,000	\$ 12,400,000
m	Citrus Greening	B	\$ 10,900,000	\$ 10,500,000
n	Agriculture and Natural Resources Critical Repairs (Life & Safety)	B	\$ 1,100,000	\$ 6,992,750

- 3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.

- Rural and Family Lands request seeks additional authority to support agricultural land protection efforts. Estimates for outstanding projects on the currently approved list exceed \$500 million.
- Land Management request is based on identified needs of the Florida Forest Service and includes state forest facility and road repairs, reforestation, fire mitigation projects, and new state forest costs.
- Lake Okeechobee Restoration projects are critical to addressing the state's on-going water quantity and quality issues.
- The department does not have any new requests in the Agricultural Nonpoint Source Best Management Practices appropriation category. We do have a statewide ag restoration project FCO request of \$10 million to address nutrient reduction and water retention projects outside of the Northern Everglades.
- Florida Forest Service Wildfire Suppression Equipment exceeds the Long Range Financial Outlook due to the harsh fire season and resulting impacts on our equipment, including aerial assets.
- The Florida Agricultural Promotion Campaign exceeds the Long Range Financial Outlook because additional funding is needed to combat the negative impacts foreign produce imports are having on Florida agricultural products.
- Aquaculture ARC Council funding request is based on a prioritized listing of research projects in accordance with section 597.005(3), Florida Statutes.
- Agricultural Promotion and Education Facilities funding is requested by separate entities. The \$3M request is for the Florida State Fair.
- The Ag Emergency Eradication Trust Fund amount is based on the August REC fuel tax estimates for FY 17-18.
- Citrus greening amount was based on 8 million in research and 2.5 million for the citrus inspection trust fund.
- Agriculture and Natural Resources Critical Repairs varies from the Long Range Financial Outlook due to identification of additional projects. Amount includes various HVAC repairs, roof repairs, and other critical repairs. (Issues 990M00 and 990C00, with the exception of the Forest Service, which is captured in the land management line above)

* R/B = Revenue or Budget Driver

Office of Policy and Budget - July 2017

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF LICENSING
42010400**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42010400 Licensing
Fund: 2163 Licensing Trust Fund
Specific Authority: Chapter 493
Purpose of Fees Collected: To fund the cost of administering the licensing and regulatory requirements of Chapter 493 (Security Officers, Private Investigators and Recovery Agents).

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 18	FY 2018 - 19	FY 2019 - 20
<u>Receipts:</u>			
<u>Agency New</u>	233,466	241,615	241,615
<u>Agency Renewal</u>	556,527	604,406	604,406
<u>"D" Renewal</u>	1,773,536	1,759,923	1,759,923
<u>"D" New</u>	1,547,102	1,530,898	1,530,898
<u>"G" / "K" Renewal</u>	725,330	717,788	717,788
<u>"G" / "K" New</u>	894,978	887,330	887,330
<u>Manager New</u>	21,900	21,750	21,750
<u>Manager Renewal</u>	55,598	55,335	55,335
<u>Recovery Agent New E/EE</u>	25,106	24,993	24,993
<u>Recovery Agent Renewal E/EE</u>	28,460	28,423	28,423
<u>P.I. New C/CC</u>	66,010	131,449	131,449
<u>P.I. Renewal C/CC</u>	271,522	269,737	269,737
<u>Application Fees 493</u>	160,156	161,453	161,453
<u>Class C Exam</u>	55,800	52,252	52,252
<u>FDLE Fingerprinting Retention Fee</u>	843,645	950,274	1,070,752
<u>Penalties Late Fees</u>	301,081	315,415	315,415
<u>Private Investigative Agency</u>	159,872	153,716	106,000
<u>Other Misc Fees - Copies</u>	(1,054)		
<u>Fingerprint Fees</u>	3,770,117	1,576,302	1,576,302
<u>Fines</u>	220,369	194,690	194,690
<u>Refunds-Non-State Govt, Vendors, Employees</u>	3,009	-	-
<u>Tenant Broker Commission</u>	9,870	39,408	39,408
<u>Property Transfers In, Sale Surplus Property</u>	719	-	-
<u>Deferred Revenue</u>	-	(95,209)	(10,198)

Total Fee Collection to Line (A) - Section III	11,723,117	9,621,948	9,779,721
<u>SECTION II - FULL COSTS</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 18	FY 2018 - 19	FY 2019 - 20
Direct Costs:			
Salaries and Benefits	4,714,120	4,700,000	4,700,000
Other Personal Services	269,690	270,000	270,000
Expenses	1,436,956	1,400,000	1,400,000
Operating Capital Outlay	109,550	80,000	80,000
Motor Vehicle	85,737	80,000	80,000
Contracted Services/Other	3,009,140	2,100,000	2,240,000
Insurance	14,720	21,000	21,000
Tenant Broker	11,739	13,000	13,000
State Personnel Assessment	18,011	17,000	17,000
Allocated Costs Charged to Trust Fund	1,203,148	950,000	950,000
Total Full Costs to Line (B) - Section III	10,872,809	9,631,000	9,771,000
Basis Used:	Direct and indirect costs primarily based on new and renewal license application volume with full time personnel assigned to Chapter 493 responsibilities also considered.		
<u>SECTION III - SUMMARY</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 18	FY 2018 - 19	FY 2019 - 20
TOTAL SECTION I (A)	11,723,117	9,621,948	9,779,721
TOTAL SECTION II (B)	10,872,809	9,631,000	9,771,000
TOTAL - Surplus/Deficit (C)	850,308	(9,052)	8,721
<u>EXPLANATION of LINE C:</u>			
Collection of FDLE fingerprint retention fees of \$843,645 shown above in FY 17/18 reflects retention fees not due to FDLE until FY 18/19 and after.			

Office of Policy and Budget - July, 2018

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Licensing – Chapter 493

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year? As a customer service initiative, the department recently opened the Plantation Regional Office in Broward County to accommodate the high volume of Chapter 493 license volume in this region. This office, comprised of over 4,900 square feet and a staff of twelve, is expected to provide an increased level of service to Chapter 493 license applicants and licensees in this south Florida region.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The Department plans to deploy the “Agriculture & Consumer Services System” (AgCSS) in May of 2018 to provide an enterprise information system to manage most all aspects of the licensing process, including the issuance, renewal, maintenance and payments system for the Division of Licensing. This system will replace multiple aged information systems which have been in place for decades at the Division of Licensing.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Division promotes public protection through compliance and enforcement of laws, regulations, and professional standards for persons employed in the private investigative, private security or private recovery industries. As of June 30, 2018, 177,615 individuals and businesses were licensed by the Division, under the requirements of Chapter 493, Florida Statutes.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes, projections are prepared using generally accepted governmental accounting procedures, as are actual and estimated revenues and expenditures.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, the Division analyzes the fees being assessed for licenses on a regular basis. The fingerprint retention program began in FY 2016/17, with a fingerprint retention fee payable to the Florida Department of Law Enforcement (FDLE) for all Chapter 493 new applicants or renewing licensees, for fingerprint background checks, effective January 1, 2017. Prior to this new program, fees were last increased in 2008.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, the fee schedule is based on the type of license. For example, more time and resources are required to process an agency application and regulate the licensee than are required for an individual's application and license. Therefore, the license fee for a Security Agency, Private Investigative Agency, or Recovery Agency cost significantly more than the license fee for an individual licensed as a private security officer, private investigator, or private recovery agent.

Furthermore, fees cover costs to regulate an entity after a license is issued, which includes activities such as investigating public complaints concerning the service provided by a licensee; performing compliance inspections, as well as frequent monitoring of arrest records, domestic violence records, incarceration records and mental history records. Fees are also sufficient to cover costs associated with providing legislatively required pamphlets and reports to licensees and the public as well as cover the dissemination of information and documents provided to employers and citizens inquiring about the status of licensees.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing

consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Note: The program experienced a surplus of \$850,308 in the most recent 2017-18 Fiscal Year due to the collection of FDLE fingerprint retention program fees, payable to the FDLE in the following 2018-19 Fiscal Year.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Not applicable.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Licensing**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? **\$0**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Chapter 493 Application Fee	LICENSING APPLICATION FEE-493	493.6105	\$60	1990	YES	\$50	Division of Licensing Trust Fund
Chapter 493 Fingerprint Fee	LICENSING FINGERPRINT FEE	493.6105	N/A	N/A	YES	\$42	Division of Licensing Trust Fund
Chapter 493 Fingerprint Retention Fee	LICENSING FINGERPRINT RETENTION FEE	493.6105	N/A	N/A	YES	\$10.75	Division of Licensing Trust Fund
Private Investigative Revised/Replacement	LICENSING PIA MISC	493.6202	\$30	1990	YES	\$10	Division of Licensing Trust Fund
Private Investigative Agency License	LICENSING AGENCY NEW	493.6202	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Security Agency License	LICENSING AGENCY NEW	493.6302	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Recovery Agency License	LICENSING AGENCY NEW	493.6402	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Private Investigative Agency Branch License	LICENSING AGENCY NEW	493.6202	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Agency Branch License	LICENSING AGENCY NEW	493.6302	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Recovery Agency Branch License	LICENSING AGENCY NEW	493.6402	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Private Investigative Agency License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Security Agency License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Recovery Agency License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$450	1990	YES	\$450	Division of Licensing Trust Fund
Private Investigative Branch License Renewal	LICENSING AGENCY RENEWAL	493.6202	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6302	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Recovery Agency Branch License Renewal	LICENSING AGENCY RENEWAL	493.6402	\$125	1990	YES	\$125	Division of Licensing Trust Fund
Security Officer School/Security Officer Instructor Renewal	LICENSING D RENEWAL FEE	493.6302	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Security Officer License Renewal	LICENSING D RENEWAL FEE	493.6302	\$45	1990	YES	\$45	Division of Licensing Trust Fund
Security Officer/Rec School, Security Officer/Rec Instructor Lic	LICENSING D NEW LICENSE	493.6302	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Security Officer License	LICENSING D NEW LICENSE	493.6302	\$45	1990	YES	\$45	Division of Licensing Trust Fund
Statewide Firearm License Renewal	LICENSING G RENEWAL	493.6107	\$150	1990	YES	\$112	Division of Licensing Trust Fund
Firearms Instructor License Renewal	LICENSING K RENEWAL	493.6107	\$100	1990	YES	\$100	Division of Licensing Trust Fund
Statewide Firearm License	LICENSING G NEW LICENSE	493.6107	\$150	1990	YES	\$112	Division of Licensing Trust Fund
Firearms Instructor License	LICENSING K NEW LICENSE	493.6107	\$100	1990	YES	\$100	Division of Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License	LICENSING MANAGER NEW	493.6107	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Manager-Private Inv, Security and Rec Agency License Ren	LICENSING MANAGER RENEWAL	493.6107	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent License	LICENSING RECOVERY AGENT NEW E	493.6402	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent Intern License	LICENSING RECOVERY AGENT NEW EE	493.6402	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Recovery Agent Renewal	LICENSING RECOVERY AGENT RENEWAL E	493.6402	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Recovery Agent Intern License Renewal	LICENSING RECOVERY AGENT RENEWAL EE	493.6402	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Private Investigator License	LICENSING-PRIV.INVESTGTR.NEW C	493.6202	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Private Investigator Intern License	LICENSING-PRIV.INVESTGTR.NEW CC	493.6202	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Private Investigator License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL C	493.6202	\$75	1990	YES	\$75	Division of Licensing Trust Fund
Private Investigator Intern License Renewal	LICENSING-PRIV.INVESTGTR.RENEWAL CC	493.6202	\$60	1990	YES	\$60	Division of Licensing Trust Fund
Chapter 493 Late Fees	LICENSING LATE FEES	493.6113(4)	Amt of License Fee	1990	YES	Amt of License Fee, excluding CW \$15	Division of Licensing Trust Fund
Private Investigator Exam Fee	CLASS C EXAM FEE	493.6203(5)	\$100	2008	YES	\$100	Division of Licensing Trust Fund

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF FOOD SAFETY INSPECTION AND
ENFORCEMENT
42150200**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42150200 Food Safety - Bureau of Dairy Industry
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Specific Authority: 502.053, F.S. - Frozen Dessert License
Purpose of Fees Collected: To offset direct and indirect costs resulting from the administration of the Dairy Regulatory Program.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL		ESTIMATED		REQUEST	
	FY 2017-18		FY 2018-19		FY 2019-20	
Receipts:	GR	GITF	GR	GITF	GR	GITF
Frozen Dessert Licenses	-	17,200	-	18,500	-	18,500
Copies of Documents	-	-	-	-	-	-
Restitution Payments	-	0	-	-	-	-
Misc. Revenue (Refunds, Other)	-	7,537	-	-	-	-
Total Fee Collection to Line (A) - Section III	-	24,737	-	18,500	-	18,500

SECTION II - FULL COSTS

Direct Costs:						
Salaries and Benefits	985,164	(1,363)	1,100,000		1,100,000	
Expenses	173,448	4,353	200,000		200,000	
Other Personal Services	10,697		-		-	
Contracted Services	19,486		20,000		20,000	
Operating Capital Outlay	4,410		10,500		10,500	
Data Processing		40,795		50,000		50,000
General Revenue S/C		2,053		2,250		2,250
Risk Management Insurance	18,078		18,800		18,800	
HR Costs	6,488		6,500		6,500	
Indirect Costs Charged to Trust Fund - DO	127,333	145,553		140,000		140,000
Administrative Overhead		103,757		125,000		125,000
Refund of State Revenue		100				
Total Full Costs to Line (B) - Section III	1,345,104	295,248	1,355,800	317,250	1,355,800	317,250

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	24,737	-	18,500	-	18,500
TOTAL SECTION II	(B)	1,345,104	295,248	1,355,800	317,250	1,355,800	317,250
TOTAL - Surplus/Deficit	(C)	(1,345,104)	(270,511)	(1,355,800)	(298,750)	(1,355,800)	(298,750)

EXPLANATION of LINE C:

Expenditures in this document represent expenditures for the Bureau of Dairy Industry which includes the Bureau's Administrative Office, the Dairy Inspection Section and the Dairy Compliance Monitoring Section. The activities of the Bureau are directly related to the regulation of the dairy industry in Florida under the requirements of Chapter 502, Florida Statutes. The primary beneficiary of these activities are the citizens of Florida (ensuring a safe and wholesome milk, milk product and frozen dessert supply) and the Florida Dairy Industry for also being able to participate in the National Conference on Interstate Milk Shipments (NCIMS) program through the direct regulation by the Bureau of Dairy Industry. Implementation of the NCIMS program, mainly the utilization of the Pasteurized Milk Ordinance (PMO), allows these facilities to be listed on the Interstate Milk Shipments list, which allows the dairy industry in Florida to move their products in interstate commerce.

Charging fees to cover the total costs in the Bureau of Dairy Industry would put the Florida dairy industry at a disadvantage, as many of the states in the Southeast Region, states that Florida competes with, are not fee funded.

Effective July 1, 2013, the funding for the Bureau of Dairy Industry was moved from GITF to GR during the 2013 Legislative Session. While self-sufficiency is not feasible, a plan to establish fees for out-of-state permit/licenses that are outlined in Chapter 502, F.S. and a per hundred weight assessment of milk processed in Florida has been developed.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Dairy Regulatory Program

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The division is in the process of consolidating the management of its laboratories. This will provide more uniform instruction and oversight of the functions of the lab; provide regulatory consistency; streamline operations; and improve overall customer service.

The division has moved the food permitting and export certificate section from the bureau of food inspection into the division office and looking to combine with the same from the Bureau of Dairy Industry. This will result in a business center with a team dedicated to processing permits, which will result in a reduction in processing time and a team more knowledgeable in the area of permitting.

The division has restructured its emergency response program to ensure complete coverage of the division and all its areas of responsibility. Resulted in the movement of the division's emergency response coordinator from the Bureau of Food Inspection to the division office and integrating the role with the division's COOP program.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division is also working to provide a web portal for businesses to maintain their facility information and apply for/renew their food permits online. This will reduce the time required to process a permit application and expedite the issuance of successful applications.

The division is researching database applications for the dairy program as the existing database has exceeded its lifetime and is beginning to fail.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by

ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs, and protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests and a comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism", that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate it is being further expanded and developed to include more preparedness for emergency response needs. In addition, due to the Food Safety Modernization Act (FSMA) adoption by the federal government, the Division will play a vital role in the development and implementation of a manufactured food program.

Also, according to the National Conference on Interstate Milk Shipments (NCIMS), a program that allows for the movement of milk across state lines, the regulatory function that the division provides is necessary for all interstate milk shipment (IMS) listed plants and farms in Florida to maintain compliance with the program. If these plants and farms are unable to maintain compliance, they would lose significant amount of business and possibly not be able to stay in operation.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data, trend analysis involving actual and estimated dairy firm counts.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. There are no regulatory fees charged to support the Dairy Regulatory Program. General Revenue funds are utilized to cover the costs associated with this program. Revenues from the current fee schedule are collected for frozen dessert permit fees and are inadequate to fully cover all direct and indirect costs associated with the maintenance of the current level of services provided. It is

important to note that in addition to its regulatory component, the Dairy Regulatory Program is a public health program which benefits Florida citizens and our guests by protecting the consuming public from injury as a result of unsafe milk, milk products and frozen desserts regardless of their origin and also allows the continuing participation of Florida dairy farms and plants in the NCIMS program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees were set by the Legislature and do not take into account any differences between the businesses regulated. It is important to note that the current fee structure is for frozen dessert permit fees and are not inspection fees. There are no permit or other fees charged to dairy facilities subject to the requirements of Chapter 502, Florida Statutes.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Dairy Regulatory Program operates under Chapter 502, Florida Statutes, which establishes regulations for milk, milk products and frozen desserts. Our purpose under Chapter 502, FS, is to ensure that milk, milk products and frozen desserts sold or offered for sale in Florida are produced under sanitary conditions, are wholesome and fit for human consumption, are correctly

labeled as to grade, quality and source of production; and to facilitate the shipment and acceptance of milk and milk products of high sanitary quality in interstate and intrastate commerce. In the absence of permit fees or other associated inspection revenue (outside of frozen dessert permit fees), it is appropriate that the Dairy Regulatory Program continue to be supported by General Revenue to reflect the public health benefits of the program and its activities.

Charging fees to cover the total costs for the Bureau could put the Florida Dairy Industry at a disadvantage with the other states in the Southeast Region that Florida competes with, as none of these states are fee-funded. Florida is a member of the National Conference of Interstate Milk Shipments (NCIMS). NCIMS membership is maintained by strict adherence to the requirements of the Grade A Pasteurized Milk Ordinance (PMO). The PMO sets inspection and product sampling frequencies for dairy farms and processing plants as well as standards for the analyses that are conducted on the product samples collected. Adherence to the requirements of the PMO ensures that the dairy products offered for sale to Florida residents and our guests are wholesome and fit for human consumption. It also allows for dairy products processed in Florida to be sold in interstate commerce and provides the ability for Florida processing plants to bid on federal, state and county contracts.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The division could reduce the state subsidization by implementing a “per hundred weight” (CWT) fee of \$0.05/CWT. A “per hundred weight” in North America is equal to 100 pounds.

Arkansas and Texas are two states in the south that fully fund their dairy regulatory programs through per hundred weight (CWT) fees. Arkansas assesses \$0.03 - \$0.065 CWT fees depending on the type of permit and volume. Texas assesses \$0.045 CWT to milk processors as well as \$100 - \$400 annually for a permit depending on the type of permit.

Florida is part of the FDA Southeast Region which includes AL, GA, LA, MS, NC, SC and TN. A recent poll of these states showed that AL, LA, MS, NC and TN are currently charging fees.

*AL – \$250 for Milk Plant, Single Service and Frozen Dessert
LA – \$90 for Milk Producer and \$300 for Milk Plant
MS – \$300 for Milk Plant or Frozen Dessert and \$100 for Manufacturing Plant
NC – \$40 for Frozen Dessert or Manufacturing Plant (annual inspection fee)
TN – Sliding scale fee based on pounds received in plant - \$20 - \$400
FL - \$200 for Frozen Dessert initial permit fees/\$100 for said renewals.*

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Department: Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Dairy Regulatory Program**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No - 502.013(2)(a)2**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **97%**

If the program is subsidized from other state funds, what is the source(s)? **General Revenue**

What is the current annual amount of the subsidy? **\$ 1,415,862**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Ice Cream and Frozen Desserts Wholesale Manufacturers	Frozen Dessert License	502.053(2)	\$200 Initial \$100 Renewal	1991	No	\$200 Initial \$100 Renewal	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42150200 Food Inspection Program/Food Lab
Fund(s): 2261, 2321 Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: Chapters 381, 500 and 570, F.S., Chapter 5K- F.A.C.
Purpose of Fees Collected: The fees collected shall be used solely for the purpose of the recovery of costs for the services provided by the Division as required by statute and F.A.C.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

X	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II .)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
	FGTF	GITF	FGTF	GITF	FGTF	GITF
Food Permit Fees		14,695,024		15,000,000		15,000,000
Reinspection Fees		(56,065)		35,000		35,000
Late Filing Penalties		155,852		160,000		160,000
Administrative Fines		664,016		525,000		525,000
Plan Review Fees		23,465		25,000		25,000
COOL Agreement Fees		131,305		125,000		125,000
U.S. Grants	1,096,426		734,000		704,000	
Certification Report Fees		566,905		300,000		-
Bottled Water Permits		107,140		105,000		105,000
Epidemiology Surcharge		409,952		450,000		450,000
Misc. Revenue (Refunds, Other)	5,682	8,834		11,250		11,250
FDA Contract Agreement		204,599		325,000		325,000
Recovery of Indirect Cost from Federal Gov't	47,722		35,000		35,000	
Total Fee Collection to Line (A) - Section III	1,149,830	16,911,027	769,000	17,061,250	739,000	16,761,250

SECTION II - FULL COSTS

Direct Costs:	FGTF		GITF		FGTF		GITF	
Salaries and Benefits	428,851	9,848,509	250,000	10,250,000	250,000	10,200,000		
Other Personal Services	35,504	44,528	10,000	45,000	10,000	45,000		
Expenses	424,986	1,380,958	225,000	1,408,750	225,000	1,228,750		
Contracted Services	249,098	529,510	205,000	375,000	175,000	325,000		
Operating Capital Outlay	53,351	113,893	40,000	50,000	40,000	30,000		
HR Assessment		54,069		60,000		60,000		
Risk Management Insurance		64,149		65,000		65,000		
Data Processing	5,426	454,163	4,000	525,000	4,000	525,000		
General Revenue S/C		1,365,664		1,375,000		1,375,000		
Refunds		5,629		7,500		7,500		
Transfers-Epidemiology		317,340		400,000		400,000		
Motor Vehicles		-		-		-		
Indirect Costs Charged to Trust Fund	55,644	2,485,805	35,000	2,500,000	35,000	2,500,000		
Total Full Costs to Line (B) - Section III	1,252,860	16,664,216	769,000	17,061,250	739,000	16,761,250		

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		FGTF	GITF	FGTF	GITF	FGTF	GITF
TOTAL SECTION I	(A)	1,149,830	16,911,027	769,000	17,061,250	739,000	16,761,250
TOTAL SECTION II	(B)	1,252,860	16,664,216	769,000	17,061,250	739,000	16,761,250
TOTAL - Surplus/Deficit	(C)	(103,030)	246,811	-	-	-	-

EXPLANATION of LINE C:

GITF revenues for FY 2017-18 decreased comparative to FY 16-17. In FY 2018-19, revenues will slightly increase, with a slight increase in projected expenditures in FY 2018-19.

It is important to note that food establishment permit fees are not inspection fees, they are one-time annual fees regardless of the number of inspections performed per location. These fees support public health protection activities including laboratory analyses of foods produced outside of our state borders. In accordance with Chapter 500, F.S., all food products sold in Florida are regulated by this Department. However, most food processors or manufacturers are located in other states or countries where the Department has no permit or inspection authority. Benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Food Safety

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The division is in the process of consolidating the management of its laboratories. This will provide more uniform instruction and oversight of the functions of the lab; provide regulatory consistency; streamline operations; and improve overall customer service.

The division has moved the food permitting and export certificate section from the bureau of food inspection into the division office and looking to combine with the same from the Bureau of Dairy Industry. This will result in a business center with a team dedicated to processing permits, which will result in a reduction in processing time and a team more knowledgeable in the area of permitting.

The division has restructured its emergency response program to ensure complete coverage of the division and all its areas of responsibility. This resulted in the movement of the division's emergency response coordinator from the Bureau of Food Inspection to the division office and integrating the role with the division's COOP program.

The division moved the team of field sample collectors from the Bureau of Chemical Residue to the Bureau of Food Inspection. This move will allow for more inspectors to be available for the collection of samples for the programs requiring sampling as well as provide a larger field of inspectors assigned to inspect the 50,000 retail and manufactured food establishments in operation throughout Florida.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division is working to provide a web portal for businesses to maintain their facility information and apply for/renew their food permits online. This will reduce the time required to process a permit application and expedite the issuance of successful applications.

The division is working with the bureau of food inspection to more efficiently utilize its inspection resources, visiting the facilities with more violations more

frequently than facilities with fewer violations. This strategy would be a second layer of risk assessment. Currently, the division uses a risk-based approach based on the type of business operation where businesses with processes more likely to contribute to the distribution of adulterated food are inspected more frequently than those facilities that are not utilizing higher-risk food processes. This second layer approach would differentiate facilities within the first layer based on compliance. The end result is that facilities maintaining compliance with food safety regulations would receive inspections less frequently than facilities not maintaining this compliance as well.

The division is also discussing the utilization of off-site inspection to resolve issues that do not require a physical visit. Examples of such visits may include following up on paperwork requirements via telephone and/or email communications. This would reduce the time spent resolving any such issues.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

A primary mission of the Department of Agriculture and Consumer Services is to safeguard the public health and support Florida's agricultural economy by ensuring the safety and wholesomeness of food and other consumer products through inspection and testing programs and protecting consumers from unfair and deceptive business practices and providing consumer information. The Division of Food Safety's statutory directive to "safeguard the public health and promote the public welfare by protecting the consuming public from injury" serves that primary mission through its food safety inspection and laboratory activities.

The regulation of food safety is a basic tenet of public health principles. As the lead state agency for food safety, the Department of Agriculture and Consumer Services has a responsibility to ensure the protection of Florida's residents and guests and a comprehensive regulatory program is an appropriate function towards achieving an acceptable level of protection. With the emergence of possible threats to our food supply through "bioterrorism" and/or "agroterrorism", that responsibility has increased exponentially. As a result, the current level of responsibility is not only appropriate is being further expanded and developed to include more preparedness for emergency response needs. In addition, due to the Food Safety Modernization Act (FSMA) adoption by the federal government, the Division will play a vital role in the continued evolution of a manufactured food program.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Revenue projections by the Division of Food Safety are developed using historical revenue data, trend analysis involving actual and estimated firm counts, firm categories and associated fees, and the impact of current cooperative agreements in all bureaus, which involve participation with the federal government and private industry in generating revenues. Permit fees are adjusted to the extent practicable based on revenue projections, with consideration given to maintaining equity among firm categories.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

With the implementation of the Food Safety Modernization Act (FSMA) the food permit fees charged to manufactured food facilities no longer cover the cost of conducting an inspection. Preventive Control (PC) inspections required to be conducted under FSMA require a significant increase in inspector's time and thus, come at a greater financial cost to the department. As a result, existing revenues may be problematic during this fiscal year. This is in conjunction with the understanding that a portion of the services provided to the industry are also paid for through federal grants translates to a tight budget this year compared to a significant deficit, which may occur next year as PC inspections increase as anticipated. The division also has to rely partially on general revenue to cover the portions where regulatory fees are not assessed or there is insufficient grant money to cover the activities. It should be noted that recent cuts in federal grant money received are likely to have a noticeable impact on the ability to perform all functions.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required conducting inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees established by the division are based around the historic activities of the business. Over time, business models have evolved to a more complex dynamic and thus, the historic model is no longer as valid as it once was. To correct this shift over time and business evolution, the division is looking at restructuring its permit fees to account for the risk of the business operations. This would result in businesses engaging in food activities posing greater potential for the distribution of adulterated food to pay more for food permits than those engaging in lower risk food activities. This would also move the program to inspecting these facilities based on their risk.

In addition, the Division has authority to impose a re-inspection fee to compensate for the cost per service for conducting subsequent visits to firms that are not in compliance during the routine inspection. The current re-inspection fee for the Division is \$135 per re-inspection. This fee is also considered as a deterrent to poor sanitation and safety practices.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

All Floridians and visitors to Florida face potential adverse health impacts from poor sanitation in food establishments, and conversely, benefit from a program that reduces risks of exposure. However, as indicated previously, the food safety program is not limited to the regulation of permitted food establishments, and funding of the program should not be limited to fees collected by the regulated businesses. Additional benefits to the general public from this program include the availability of food products that are safe, wholesome, and properly labeled to prevent injury or harm, regardless of where they are produced or grown. Prevention of and response preparedness to terrorist actions which threaten the safety of the food supply is another public benefit which is becoming a significant component of this responsibility. Rapid identification and containment of contaminated food products are essential components of these efforts, and all Floridians reap the benefits of these capabilities.

It is appropriate and important that a portion of the activity be supported by General Revenue to reflect the public health benefits of the Division's programs and activities. Future laboratory resources may also be needed to deal with new food types and analyses, improve methods for identification of pathogens, increase sensitivity of detection, and expand the current scope of testing.

Preventive Control inspections required to be conducted under FSMA require a significant increase in inspector's time and thus, come at a greater financial cost to the department. An increase in the permit fee for manufactured food facilities required to undergo a Preventive Control inspection would help offset the increased cost for the department to conduct these new inspections required at the federal level.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated in our response to question seven, a statutory change in Chapter 500, Florida Statutes, is needed on a periodic basis to raise the fee capacity proportionate with increasing program costs.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Business or Profession Program: Food Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No. Chapter 500, Florida Statutes

What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? N/A

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in	
FOOD SAFETY	Food Permit	500.12(1)(b)	\$650	2008	YES	\$100 - \$650	General Inspection TF	
	Bottled Water Plant	500.12(1)(b)	\$1,000	1992	YES	\$500	General Inspection TF	
	Packaged Ice Plant	500.12(1)(b)	\$250	1992	YES	\$250	General Inspection TF	
	Late Fee	500.12(1)(b)	\$100	1994	YES	\$100	General Inspection TF	
	Water Vending	500.459	\$200	1992	YES	\$35	General Inspection TF	
	Export Certificate	500.148	See Rule	2002	YES	\$15 Standard *	General Inspection TF	
	Reinspection Fee	500.09(7)	Reasonable	2001	YES	\$135	General Inspection TF	
	Plan Review	500.12(2)	See Rule	1994	YES	\$55.10 **	General Inspection TF	
	Lab Fees	500.09(7)	Reasonable	1998	NO	Actual cost recovery	General Inspection TF	
	Epidemiological Fees	381.006(10)	\$10	1992	NO	\$10 ***	Pass through DOH	
	Administrative Fines	500.121 570.971	\$5,000	2014	NO	Variable	General Inspection TF	
	Administrative Fines	500.121(2) 570.971	\$5,000 ****	2014	NO	Variable	General Inspection TF	

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES
42160100**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019-20**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160100 Feed Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund

Specific Authority: 580.041(1), 580.065
Purpose of Fees Collected: To ensure that Florida consumers receive feed products that conform to the Commercial Feed Law and to provide uniform regulation to feed producers and distributors.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Receipts:									
U.S. Grants		450,160			750,000			600,000	
Feed Deficiency Penalties			44,103			20,250			20,250
Feed Master Registration			579,836			566,394			566,394
Feed Lab Certification			4,050			3,783			3,783
Administrative Fines			180,610			100,000			100,000
Misc. - Other			30			13,259			13,259
BSE Inspection			72,875			42,365			42,365
Refunds		154				-			-
Total Fee Collection to Line (A) - Section III	-	450,314	881,504	-	750,000	746,051	-	600,000	746,051

SECTION II - FULL COSTS

	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Direct Costs:									
Salaries and Benefits			107,972			115,847			115,847
Other Personal Services		153,793			76,896			76,896	
Expenses		103,402	3,815		304,023	6,532		279,688	6,532
Contracted Services		165,160	245		229,628	1,222		165,263	1,222
Operating Capital Outlay		31,639			102,500			41,200	
Data Processing	193		53	500		0	500		0
HR Assessment			395			475			475
General Revenue S/C			70,516			66,843			66,843
Field Inspection	2,763		194,232	6,800		326,905	6,800		376,905
Refunds			787			40			40
Indirect Costs Charged to Trust Fund	-		16,385			30,300			32,525
Total Full Costs to Line (B) - Section III	2,956	453,994	394,400	7,300	713,047	548,164	7,300	563,047	600,389

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
TOTAL SECTION I	(A)	-	450,314	881,504	-	750,000	746,051	-	600,000	746,051
TOTAL SECTION II	(B)	2,956	453,994	394,400	7,300	713,047	548,164	7,300	563,047	600,389
TOTAL - Surplus/Deficit	(C)	(2,956)	(3,680)	487,104	(7,300)	36,953	197,887	(7,300)	36,953	145,662

EXPLANATION of LINE C:

Receipts cover most direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Feed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled feed registrants and other stakeholders to access and make decisions using the most current program information.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure, but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of animal feed is essential to supporting the continued, economically-viable production of livestock, and protection of the health of companion animals and certain wildlife. Feed regulation is necessary to ensure that products meet quality standards and are free from harmful contaminants. A critically important aspect of the program is the monitoring and evaluation of processes utilized by feed manufacturing operations, and related product surveillance sampling.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Feed regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of the most recent fee increase enacted by the 2008 Legislature, the fees collected cover the direct and indirect costs charged to the General Inspection Trust Fund portion of the program area for FY 17-18, and we anticipate that this will continue for FY 18-19.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Feed program fees are set in statute and rule and are applied using a sliding scale based the volume of feed distributed by the regulated entity. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees charged are currently adequate to cover all direct and indirect costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The feed regulatory program is currently self-sufficient.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**
 Regulatory Service to or Oversight of Business or Profession Program: Feed Regulation
 Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 580, F.S.
 What percent of the regulatory cost is currently subsidized? (0 to 100%) Allocated GR costs total 0.91% of the GR+GITF costs, GITF receipts exceed costs by 63.4%
 If the program is subsidized from other state funds, what is the source(s)? General Revenue
 What is the current annual amount of the subsidy? \$ 4,930 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
License Feed Companies	Feed Master Registration	580.041(1)(a) 5E-3.015(1) 5E-3.015(2)	No No No	2008	No	Fees are variable, ranging from \$40 to \$3,500	General Inspection Trust Fund
Certify Feed Laboratories	Certification Fee	580.065(2)(a)	No	1994	No	Application Fee \$100, \$300 per requested category of testing	General Inspection Trust Fund
Exemption From Certified Laboratory Testing Requirements	Evaluation Fee	580.091(5)(c)	No	1994	No	Variable*	General Inspection Trust Fund
*The Department charges fees to cover the direct and indirect costs of evaluation and approval.							

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160100 Fertilizer Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund
Specific Authority: 576.021, 576.041, 576.045, 576.051(2)
Purpose of Fees Collected: To ensure that Florida consumers receive fertilizer products that conform to the Commercial Fertilizer Law, to provide uniform regulation to fertilizer producers and distributors and to provide environmental protection from heavy metal contaminants in fertilizers.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Fertilizer Dealer Licenses		83,300		81,705		81,705
Fertilizer Reporting Fees		1,868,515		1,793,099		1,793,099
Lime Reporting Fees		172,550		168,884		168,884
Phosphate Reporting Fees		6,219		3,524		3,524
Specialty Fertilizer Registration		248,597		246,558		246,558
Commercial Sampling		(72)		1,048		1,048
Penalties		64,374		52,635		52,635
Administrative Fines		0		0		0
Refunds		192		-		-
Fees - Nitrogen						
Total Fee Collection to Line (A) - Section III	-	2,443,675	-	2,347,453	-	2,347,453

SECTION II - FULL COSTS

	ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits		847,444		821,346		1,021,346
Other Personal Services		6,300		10,000		10,000
Expenses		130,219		140,231		140,231
Contracted Services		17,519		19,875		29,875
Operating Capital Outlay						
HR Assessment		3,221		4,084		4,084
Data Processing	1,510	412	4,950	-	4,950	-
General Revenue S/C		195,253		181,597		181,597
Refunds		3,323		3,297		3,297
Field Inspection	9,870	693,685	34,876	856,582	34,876	906,582
Indirect Costs Charged to Trust Fund		91,281		130,587		130,587
Total Full Costs to Line (B) - Section III	11,380	1,988,656	39,826	2,167,599	39,826	2,427,599

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
TOTAL SECTION I	(A)	-	2,443,675	-	2,347,453	-	2,347,453
TOTAL SECTION II	(B)	11,380	1,988,656	39,826	2,167,599	39,826	2,427,599
TOTAL - Surplus/Deficit	(C)	(11,380)	455,018	(39,826)	179,854	(39,826)	(80,146)

EXPLANATION of LINE C:

Surplus of revenues from the Pesticide Regulation Program are used to help cover the deficit in this program which arise from allocated costs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Fertilizer Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled fertilizer licensees and other stakeholders to access and make decisions using the most current program information. The replacement of antiquated and inefficient analytical methods and equipment with current methodologies and modern, automated equipment have resulted in expedited sample result turnaround. In addition, we have implemented a risk-based inspection strategy that has reduced the number of samples collected, while enabling focused inspection of fertilizer products and producers identified as elevated risk based on reported violation data.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. We will also continue to refine the risk-based regulatory program and anticipate further operational cost reductions from those incurred prior to the implementation of the risk assessment strategy. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure, but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of fertilizers is essential to the continued availability of fertilizers needed for food and fiber production and effective landscape management. Fertilizer regulation is needed to ensure that guaranteed amounts of nutrients are present in fertilizers and that contaminants, such as heavy metals from recycled hazardous waste, are not present. The regulation of fertilizers used in urban landscapes has become increasingly important as nutrient effects on water quality

in watersheds and coastal areas continue to be an area of concern.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fertilizer regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

As a result of fee increases enacted by the 2008 and the 2009 Legislature, fees collected covered the majority of direct and indirect costs to the General Inspection Trust Fund portion of the fertilizer regulatory program area for FY 17-18, and we anticipate that this will continue for FY 18-19.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Fertilizer regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair

advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected currently cover most of the direct and indirect costs charged to the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of fertilizer provides obvious and substantial public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Fertilizer Regulation

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 576, F.S.

What percent of the regulatory cost is currently subsidized? Allocated GR costs total 0.62% of the GR+GITF costs, GITF receipts exceed costs by 14.53%.

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$13,354 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Regulate Fertilizer Companies	Fertilizer License	576.045 and 576.021	Yes	1994	No	\$200	General Inspection Trust Fund
Regulate Fertilizer Companies	Specialty Fert. Reg.	576.045 and 576.021	Yes	2009	No	\$200	General Inspection Trust Fund
Regulate Fertilizer Companies	Inspection Fees	576.041	Yes	2008	No	\$.30 Lime, \$1.00 Ton.	General Inspection Trust Fund
Regulate Fertilizer Companies	Nitrogen/Phosphorus Fee	576.045	Yes	1994	No	Additional \$.50 Ton for Nitrogen or Phosphorus	General Inspection Trust Fund
Regulate Fertilizer Companies	Commercial Fertilizer Test	576.051(2)	Yes	1998	Yes	Various Charges	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160100 Pest Control
Fund(s): 1000, 2528 General Revenue, Pest Control Trust Fund
Specific Authority: 482.032, 482.061, 482.071, 482.155, 482.156
Purpose of Fees Collected: To ensure that Florida consumers receive pest control services that conform to the Florida Structural Pest Control Act and to provide uniform regulation to pest control licensees.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
U.S. Grants					173,766			173,766	
Exam Fees			435,585			470,601			470,601
Prior Notification Registration						377			377
Emergency Certification Fees			29,950			31,255			31,255
Pest Control Licenses			3,334,456			3,183,351			3,183,351
Expedite Fees			4,310			5,465			5,465
Late Penalties						93,729			93,729
Administrative Fines			23,194			74,087			74,087
Interest on Investments			43,589			38,712			38,712
Copies/Refunds						333			333
Refunds			6,420			2,265			2,265
Reimbursements			314			1,146			1,146
Total Fee Collection to Line (A) - Section III	-	-	3,877,818	-	173,766	3,901,321	-	173,766	3,901,321

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	PCTF	GR	FGTF	PCTF	GR	FGTF	PCTF
Salaries and Benefits			3,091,703			3,336,695			3,336,695
Personnel Assessment			14,435			14,357			14,357
Other Personal Services			9,932		76,896	12,010		76,896	12,010
Acquisition of Motor Vehicles			52,933			125,000			130,000
Expenses			246,931		30,220	394,514		30,220	394,514
Contracted Services			56,884		66,650	206,425		66,650	206,425
Operating Capital Outlay			21,561			0			0
Data Processing			256,296			255,653			255,653
Transfers out to DFS						0			0
Assessment on Investments			2,937			2,609			2,609
Refunds			22,792			25,000			25,000
Indirect Costs Charged to Trust Fund			313,107			0			0
Total Full Costs to Line (B) - Section III	-	0	4,089,511	-	173,766	4,372,263	-	173,766	4,377,263

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
TOTAL SECTION I	(A)	0	0	3,877,818	0	173,766	3,901,321	0	173,766	3,901,321
TOTAL SECTION II	(B)	0	0	4,089,511	0	173,766	4,372,263	0	173,766	4,377,263
TOTAL - Surplus/Deficit	(C)	-	0	(211,693)	-	-	(470,942)	-	-	(475,942)

EXPLANATION of LINE C:

This regulatory activity is supported by funds collected from the industry and deposited into the Pest Control Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pest Control Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Efforts to increase efficiencies in this program area include:

- Completion of a document imaging program that will eliminate 1.5 million documents (120 filing cabinets).
 - Movement from leased space to Department owned office space.
 - Implementation of electronic mail notification of licensees for legally required notices to reduce mail-out costs to save approximately \$30,000 per year.
 - Implementation of an electronic notification system for notices of structural fumigation.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
 - Implementation of an on-line license application and renewal system to automate license issuance. Once fully implemented we anticipate enhanced turn-around time for license issuance and reduced cost associated with a paper based process. Cost savings have not yet been determined.
 3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pest control is absolutely essential to the continued provision of pest management services that protect public health and private property. Without effective regulation, the potential exists for fraudulent or unsafe practice of pest control that will endanger public health and private property.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Pest Control regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees collected covered the majority of direct and indirect costs to the Pest Control Trust Fund for FY 17-18.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Pest Control regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of pest control provides substantial public benefits well in excess of the amount of public funds expended. These benefits include:

- Prevention of misuse of pesticides by untrained or unsupervised pest control applicators, thereby preventing harm to human health, public and private property and the environment.

- Prevention of poor performance of pest control by unlicensed or untrained and unsupervised persons.
 - Prevention of misleading and deceptive practices in the conduct of pest control.
 - Enforcement of requirements for protection contracts for performance of wood destroying organism pest control.
8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Fees collected in this program currently support the direct costs and most of the indirect costs of this program.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pest Control

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 482, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) Direct costs for this program area are fully funded by fees received into the Pest Control Trust Fund.

If the program is subsidized from other state funds, what is the source(s)? None.

What is the current annual amount of the subsidy? None

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pest Control	Pest Control License - Initial fee	482.071(2)(b) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Renewal fee (annual)	482.071(2)(b) 5E-14.142(5)(i)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Initial fee (2 year)	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control Customer Contact Center License - Renewal	482.072 (2)(b), 5E-14.150	\$1,000	2011	Yes	\$600	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Location Address fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Name fee	482.071(2)(d)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Pest Control License - Change of Business Ownership fee	482.071(2)(a) 5E-14.142(5)(h)	\$300	1992	Yes	\$250	Pest Control Trust Fund
Pest Control	Pest Control License - Late License Renewal fee	482.071(2)(b)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Pest Control License - Expedite fee	482.071(2)(f) 5E-14.142(5)(h)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Initial fee	482.091(1)(b), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Renewal fee (annual)	482.091(4), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Employee ID Card - Change of Business Location, Name or Ownership fee	482.091(4), (5)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Issuance fee	482.111(1), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Renewal fee (annual)	482.111(3), (7) 5E-14.132(3)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Pest Control Operator Certificate - Late fees	482.111(1), (3) 5E-14.132(1), (2)	\$50	1992	Yes	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Initial fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Emergency Certificate - Additional Periods fee (30 day)	482.111(9)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Special ID Card - Initial fee	482.151(5) 5E-14.136(2)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Renewal fee (annual)	482.151(6) 5E-14.136(3)	\$100	1992	Yes	\$100	Pest Control Trust Fund
Pest Control	Special ID Card - Late fees	482.151(5), (6) 5E-14.136(2), (3)	\$25	1992	No	\$25	Pest Control Trust Fund
Pest Control	Examination Fees - Certified Operator Initial	482.141(2) 5E-14.123(4)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Examination Fees - Special ID Initial	482.151(4) 5E-14.123(5)	\$200	1992	Yes	\$200	Pest Control Trust Fund
Pest Control	Optional CEU Certificate Renewal by Examination fee	482.111(10)(c)	\$300	1992	Yes	\$225	Pest Control Trust Fund
Pest Control	Limited Gov't Private Exam and Issuance fee (4 yr license)	482.155(1)(b) 5E-14.117(17)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Gov't Private Certificate Renewal	482.155(1)(b) 5E-14.117(17)	\$25	1992	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Certification for Urban Landscape Commercial Fertilizer Application (four year)	482.1562 (3), 5E-14.117(18)	\$75	2009	Yes	\$25	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Exam and Issuance fee (annual)	482.156(2)(a) 5E-14.117(11)	\$150	1992	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Certificate Renewal	482.156(3) 5E-14.117(11)(b)(5)	\$75	1992	Yes	\$75	Pest Control Trust Fund
Pest Control	Limited Commercial Lawn Maintenance Late fee	482.156(3)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Initial fee	482.157(2)(a), 5E-14.117(19)	\$300	2011	Yes	\$150	Pest Control Trust Fund
Pest Control	Limited Commercial Wildlife Management - Renewal	482.157(2)(a), 5E-14.117(19)	\$150	2011	Yes	\$75	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Initial	482.2267(1)	\$50	1992	No	\$50	Pest Control Trust Fund
Pest Control	Prior Notification Registry - Annual Renewal	482.2267(3)	\$10	1992	No	\$10	Pest Control Trust Fund
Pest Control	Service Charge - Returned Checks		\$15	1992	No	\$15	Pest Control Trust Fund
Pest Control	Service Charge - Records Duplication	Ch 119	\$5 (min)	1992	No	\$5 (min)	Pest Control Trust Fund
Pest Control	Administrative Fines Imposed	482.161, 482.2401(3)	\$5,000 per violation	1992	No	Up to \$5,000 per violation	Pest Control Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160100 Pesticide Regulation
Fund(s): 1000, 2261, 2321 General Revenue, Federal Grants Trust Fund, General Inspection Trust Fund
Specific Authority: 487.04, 487.041, 487.045, 487.048, 487.071
Purpose of Fees Collected: To ensure that pesticides are distributed and used in Florida in accordance with the Florida Pesticide Law and to provide uniform regulation to pesticide users.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
U. S. Grants		682,876			580,669			730,669	
Pesticide Dealer's License			91,750			94,417			94,417
Pesticide Applicator's License			468,568			500,684			500,684
Pesticide Registration			5,957,034			5,958,053			5,958,053
Misc - Penalties			15,085			19,203			19,203
Administrative Fines			11,502			47,511			47,511
Misc. - Other						12,969			12,969
Refunds			4			1,552			1,552
Supplemental Registration			420,146						
Other transfers									
Total Fee Collection to Line (A) - Section III	-	682,876	6,964,088	-	580,669	6,634,389	-	730,669	6,634,389

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
	GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
Salaries and Benefits		360,630	1,872,717		452,662	1,727,892		451,617	1,812,561
Other Personal Services			135,346		-	75,500		-	75,500
Expenses		129,442	113,230		4,052	115,987		28,387	135,987
Contracted Services		125,592	3,080			9,800		64,365	19,800
HR Assessment			7,482			8,058			8,058
Operating Capital Outlay		170						61,300	
Data Processing	12,986		1,050	18,357		-	18,357		-
Acquisition of Motor Vehicles					125,000			125,000	
General Revenue S/C			83,678			645,534			118,600
Field Inspection	18,950		1,052,182	29,316		1,056,655	29,316		1,156,655
Refunds			3,772			8,163			8,163
Indirect Costs Charged to Trust Fund	544,386	41,071	2,017,944	502,354	0	1,775,592	502,354	0	1,775,632
Total Full Costs to Line (B) - Section III	576,322	656,905	5,290,481	550,027	581,714	5,423,181	550,027	730,669	5,110,956

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017 - 18			ESTIMATED FY 2018 - 19			REQUEST FY 2019 - 20		
		GR	FGTF	GITF	GR	FGTF	GITF	GR	FGTF	GITF
TOTAL SECTION I	(A)	-	682,876	6,964,088	-	580,669	6,634,389	-	730,669	6,634,389
TOTAL SECTION II	(B)	576,322	656,905	5,290,481	550,027	581,714	5,423,181	550,027	730,669	5,110,956
TOTAL - Surplus/Deficit	(C)	(576,322)	25,971	1,673,607	(550,027)	(1,045)	1,211,208	(550,027)	-	1,523,433

EXPLANATION of LINE C:

Surplus of revenues is used to cover deficits in other programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Pesticide Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Electronic payment of registration fees has been implemented and augments the implementation of an Oracle-based, web-accessible registration system that has allowed the reduction of one staff position, while improving tracking of over 15,000 registered pesticides. A biennial registration program was implemented in January 2009 that allows registrants to pay for two years of registration at a time.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the web-accessible registration system and electronic payment system to further reduce data entry and clerical workload. We are working to image our current and archived pesticide labels and provide web access to make these documents quickly available to regulatory officials and the public, allowing registration staff to focus on other program priorities. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure, but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of pesticides and pesticide use is critical to the continued availability of pesticides needed for food and fiber production, pest management, protection of public health, prevention of aquatic weed accumulation in waterways used for flood control, and effective landscape management. Pesticide regulation is further needed to ensure that pesticides are used in ways that protect public health, agricultural workers, and environmental resources including water and air quality. Pesticide regulation is essential in supporting Florida's main industries of tourism and agriculture.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally

accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Pesticide regulatory program fees are set in statute and rule.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Current fees are adequate to cover the direct and indirect costs of the program.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Pesticide regulatory program fees are set in statute and rule. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees collected cover direct and indirect costs charged to the General Inspection Trust Fund.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of pesticides and pesticide use provide obvious and substantial public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pesticide Regulation

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 487, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) Allocated GR costs total 9.79% of the GR+GITF costs, GITF receipts exceed costs by 31.09%

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$576,716 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
License Pesticide Applicators & Dealers	Private Applicators	487.045(1)	Yes	2002	Yes	\$100	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Public Applicators	487.045(1)	Yes	2002	Yes	\$100	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Commercial Applicators	487.045(1)	Yes	2002	Yes	\$250	General Inspection Trust Fund
License Pesticide Applicators & Dealers	Pesticide Dealer	487.048(1)	Yes	2002	Yes	\$250	General Inspection Trust Fund
Regulate Pesticide Products	Annual Pesticide Registration Fee	487.041(3)	\$350 per registered product; \$100 for Exp. Use Permit or Special Local Need	2008	No	\$350 per registered product; \$100 for Exp. Use Permit or Special Local Need	General Inspection Trust Fund
Analyze Pesticide Samples	Pesticide Sample Analysis Fee	487.071(7)(b)	\$400 per test	1993	(Authorized, not implemented)	none	General Inspection Trust Fund
Regulate Pesticide Products	Supplemental Registration Fee	487.041(3)	\$315 per applicable product	2009	Yes	\$315	This fee eliminated during the legislative session for FY2017-2018.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160100 Seed Regulation
Fund(s): 1000, 2321 General Revenue, General Inspection Trust Fund

Specific Authority: 578.08(1), 578.11, 578.26(1)
Purpose of Fees Collected: To ensure that Florida consumers receive seed products that conform to the Commercial Seed Law and to provide uniform regulation to seed producers and distributors.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Seed Licenses		1,091,435		1,130,897		1,130,897
Seed Complaint Filing Fee		100		447		447
Misc. - Seed Other		(244)		584		584
Refunds		0		0		0
Penalties		0		0		0
Total Fee Collection to Line (A) - Section III	-	1,091,291	-	1,131,928	-	1,131,928

SECTION II - FULL COSTS

	ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits		373,923		413,955		413,955
HR Assessment		1,373		1,913		1,913
Contracted Services		1,182		-		-
Expenses		22,975		32,798		32,798
Operating Capital Outlay						
Data Processing	666	182	1,422	-	1,422	-
General Revenue S/C		87,823		92,000		92,000
Field Inspection	7,896	554,948	4,564	281,564	4,564	281,564
Refunds		1,300				
Indirect Costs Charged to Trust Fund	-	51,456		50,952		50,952
Total Full Costs to Line (B) - Section III	8,562	1,095,162	5,986	873,182	5,986	873,182

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017 - 18		ESTIMATED FY 2018 - 19		REQUEST FY 2019 - 20	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	1,091,291	-	1,131,928	-	1,131,928
TOTAL SECTION II	(B)	8,562	1,095,162	5,986	873,182	5,986	873,182
TOTAL - Surplus/Deficit	(C)	(8,562)	(3,871)	(5,986)	258,746	(5,986)	258,746

EXPLANATION of LINE C:

Receipts cover most direct and indirect costs for this program area.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Seed Regulation

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division has implemented a more efficient Laboratory Information Management System (LIMS) and web-based regulatory application, which have automated licensing, enforcement, and laboratory processes, and enabled seed dealers and other stakeholders to access and make decisions using the most current program information. The Division has also implemented a risk-based inspection strategy, which enables focused inspection of seed products and producers identified as elevated risk based on reported violation data.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We will continue to refine the current risk-based enforcement program. We anticipate continuing to operate at costs reduced from those of the program prior to the implementation of the risk assessment strategy. We will also continue to refine the Laboratory Information and Regulatory Management systems to further reduce data entry requirements, increase program efficiency, and enhance customer service. Additionally, the Division has been re-organized into functional units (inspection, licensing, analytical, etc.). Efficiencies in licensing, inspection, and enforcement activities have steadily increased under this function-oriented structure, but have not been subjected to fiscal analysis.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

The regulation of seeds is essential to the continued, economically viable production of food and fiber. Seed regulation is needed to ensure that seeds purchased by consumers meet established standards for purity, germination and are not contaminated with noxious weed seeds.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Seed regulatory program fees are set in statute and rule

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Prior to the most recent fee increase adopted by the 2009 Legislature, fees were not adequate to cover the direct and indirect costs of the program. Previously established fees were doubled in 2009 and were subsequently reduced for smaller volume seed dealers in FY 2014. Revenues for FY 17-18 covered the direct and indirect costs to the General Inspection Trust Fund portion of the seed regulatory program area, and we anticipate that this will continue for FY 18-19.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Seed program fees are set in statute and rule and are applied using a sliding scale based the gross sales of seed distributed by the regulated entity. Fees are reviewed routinely and are increased only when necessary and justified, in consultation with the regulated industry.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The regulation of seeds provides substantial public benefits well in excess of the amount of public funds expended. The 2,574 licensed seed dealers in Florida reported over \$100 million in gross receipts for FY 17-18. The seed represented by this figure are the basis for Florida agriculture and dooryard fruit and vegetable production. The seed regulatory program benefits the agricultural industry by ensuring the availability of high quality seed needed to produce crops of significant economic value in the state, and performs a vital role in environmental protection through monitoring for both prohibited and restricted noxious weed seed contamination. The seed program also provides for mediation of disputes between growers and seed producers and makes recommendations of settlements to affected consumers for losses incurred due to seed failing to produce as advertised. In FY 17-18, the Seed Investigation and Conciliation Council conducted six seed complaint investigations and hearings.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

We believe that providing General Revenue to support this program area is appropriate, since the regulation of seed provides obvious and substantial public benefit.

Examination of Regulatory Fees - Part II

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Seed Regulation

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No, Ch. 578, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) Alloted GR costs total 0.54% of the GR+GITF costs, GITF receipts exceed costs by 40.59%

If the program is subsidized from other state funds, what is the source(s)? General Revenue

What is the current annual amount of the subsidy? \$4,219 GR

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Regulate Seed Companies	Seed Licenses	578.08(1)	No	2014	No	Fees are variable, ranging from \$10 to \$4,600	General Inspection Trust Fund
Regulate Seed Companies	Complaint Filing Fee	578.26	Yes	1997	No	\$100	General Inspection Trust Fund

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF CONSUMER PROTECTION
42160200**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2019-20
Program: 42160200 Agricultural Dealers License
Fund: 2321 General Inspection Trust Fund
Specific Authority: 534.48, 535.05; 604.15-604.34, F.S.
Purpose of Fees Collected: Licensing of agricultural dealers, throughbred horse sales, and livestock markets; processing claims of Florida producers; administrative fines for enforcement of statutory requirements.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or					
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of					

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020
<u>Receipts:</u>			
Licenses - Ag Dealers	899,616	928,973	943,743
Licenses - Livestock Markets	1,600	1,835	1,835
Licenses - Throughbred Horse Sales	1,800	1,800	1,800
Fees - L&B Complaint Filing Fee	1,550	0	0
Administrative Fines	13,124	5,847	5,847
Surplus Property	0		
Total Fee Collection to Line (A) - Section III	917,690	938,455	953,225

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	38,716	38,716	38,716
Other Personal Services	1,852	1,852	1,852
Expenses	4,692	4,692	4,692
Contracted Services	543	543	543
Operating Capital Outlay	193	193	193
Human Resource Assessment	242	242	242
Refund State Revenues	1,873	1,873	1,873
Refund Non-State Revenues	33	33	33
OATS Assessment	1,822	1,822	1,822
General Revenue Service Charge	71,355	71,355	71,355
Indirect Costs Charged to Trust Fund	13,709	13,709	13,709
Total Full Costs to Line (B) - Section III	135,030	135,030	135,030

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	917,690	953,225
TOTAL SECTION II	(B)	135,030	135,030
TOTAL - Surplus/Deficit	(C)	782,660	818,195

EXPLANATION of LINE C:
 The surplus of revenue over expenditures is used to help defray the operating cost for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Agricultural Product Dealer's Licenses

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The program has improved its efficiency exponentially in its daily processes by continuing to move the program into a new database (DOCS). This has streamlined the application process tremendously. This allows the program to maintain everything regarding the license file in one central database. Prior to this, the program was maintained in an older database but most the recordkeeping had to be performed from multiple spreadsheets due to the database's constraints.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Integration into the Division of Consumer Services' DOCS database will continue to improve program efficiency. Consumer Services has started the process to automate the sending deficiency and renewal notices, as well as scanning all incoming documents to create digital files. Working more efficiently will save time and money. It will take the coming year to fully integrate the files into the DOCS database, but we are confident that, once complete, this program will operate more efficiently than it has in the past.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. This program provides a valuable protection to one of the largest industries in the state, ensuring that Florida producers who conduct business with properly licensed agricultural dealers are provided security from the possibility of serious economic harm in the event that an agricultural dealer defaults on payment. This security is crucial to the Florida producer due to the perishable nature of agricultural products and the impracticality of recovering those products due to the speed with which they move through commerce. The maximum license fee is set by statute.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Statute sets the maximum license fee.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

The license fees collected are adequate to cover both direct and indirect costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. The sliding scale fees are based upon the amount of surety supporting the license, which determined by the buying volume of the business. There is no differentiation between business types.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged are adequate to cover direct and indirect program costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The program is self-sufficient.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Agricultural Dealer's Licenses

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? N/A

What is the current annual amount of the subsidy? \$ **0.00**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Agricultural Dealer's	License Fee	604.19	\$500	2005	Yes - 5J-25	\$170; \$230; \$300	General Inspection TF
	Supplemental Location Fee	604.19	100	2005	Yes - 5J-25	100	General Inspection TF
	Delinquent Renewal	604.19	100	2005	Yes - 5J-25	100	General Inspection TF
	Complaint Filing Fee	604.21(1)(a)	50	2005	No	50	General Inspection TF
	Administrative Fines	604.30(3)(a)	2,500	2005	No	2,500	General Inspection TF
	Continuing Violation Fine	604.30(3)(b)	Not to exceed \$100/day	2005	No	\$100/day	General Inspection TF
Livestock Markets	License Fee	534.48	\$100	1993	No	\$100	General Inspection TF
Thoroughbred Horse Sales	License Fee	535.05	\$300	1993	Yes - 5H-15	\$300	General Inspection TF

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Agriculture and Consumer Services **Budget Period: 2019 -2020**
Program: 42160200 Fair Rides Inspection
Fund: 2321 General Inspection Trust Fund
Specific Authority: 616.242, F.S.
Purpose of Fees Collected: Offset direct and indirect inspection costs.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020
<u>Receipts:</u>			
Fair Ride Inspection Fees	818,788	829,138	842,321
Fair Ride Permits	777,572	775,497	787,827
Penalties - Returned Check Service Fees	233	-	-
Refunds	14	-	-
Copies of Documents	344	-	-
Administrative Fines	44,396	19,773	19,773
Total Fee Collection to Line (A) - Section III	1,596,607	1,604,635	1,630,148

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
Salaries and Benefits	1,203,769	1,205,049	1,205,049
Other Personal Services	1,050	1,061	1,061
Expenses	278,691	278,802	278,802
Contracted Services	24,038	24,052	24,052
Operating Capital Outlay	-	-	-
Acquisition of Motor Vehicle	6,878	-	-
Human Resource Assessment	7,178	7,186	7,186
Refund State Revenues	2,358	2,358	2,358
Refund Non-State Revenues	-	500	500
OATS Assessment	42,669	42,720	42,720
General Revenue Service Charge	125,668	127,069	127,069
Indirect Costs Charged to Trust Fund	422,198	422,681	422,681
Total Full Costs to Line (B) - Section III	2,114,497	2,111,476	2,111,476

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	1,596,607	1,630,148
TOTAL SECTION II	(B)	2,114,497	2,111,476
TOTAL - Surplus/Deficit	(C)	(517,890)	(481,328)

EXPLANATION of LINE C:

The deficit in this program area is covered by the overall department cash balances in the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Fair Rides Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

At this time, maximum operational efficiency is being maintained to meet statutory requirements with the funding available. The Bureau makes every effort to reduce travel costs, overtime accrual and to continue to order supplies in bulk to alleviate additional fees associated.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

During the upcoming fiscal year, the Bureau is moving towards computer-based inspection reporting and invoicing thus removing the costs for all carbon copied forms. This operating change will save the Bureau approximately \$7,000 annually.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Bureau provides a critical service safeguarding the public with the most comprehensive amusement ride inspection program of any state in the country.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Fees are based on projections utilizing generally accepted governmental accounting procedures. Projections are based primarily on historic industry growth.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the permit and inspection fees set by statute does not cover both direct and indirect costs of providing this regulatory service

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Yes, amusement rides are differentiated into three types of rides, and charged fees are commensurate with the complexity and the time needed to complete the inspection. Re-inspection fees are assessed when violations are found during the initial inspection. Weekend and holiday fees are also assessed to the companies who cannot schedule inspections during normal work hours.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The fees charged for this regulatory service and oversight is set by statute. Raising fees to sufficiently cover program costs would require so high an assessment that the carnival industry would be compelled to reduce either the number of events played in Florida, or the number of devices played at each event, or both. These reductions would in turn affect the estimates of revenue

which FDACS has employed for the purpose of establishing an amusement ride inspection fee structure. In addition, a reduction or elimination of participation at festivals, carnivals and fairs by the carnival companies would ultimately impact the fair associations, churches and civic groups as well as charities which benefit financially from the public attendance at such sponsored events which feature rides and attraction as their primary draws. products due to the speed with which they move through commerce.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The surplus of revenue over expenditures in the General Inspection Trust Fund is an amount sufficient to absorb deficits in the program.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Fair Rides Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes, 616.242(8)(a), F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) **24.64 %**

If the program is subsidized from other state funds, what is the source(s)? **General Inspection Trust Fund**

What is the current annual amount of the subsidy? **\$ 522,000**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Amusement Ride Inspection	Kiddie Amusement Ride	616.242	\$35	2001	Yes	\$35	General Inspection Trust Fund
	Non-Kiddie Amusement Ride	616.242	\$70	2001	Yes	\$70	General Inspection Trust Fund
	Super Ride	616.242	\$140	2001	Yes	\$140	General Inspection Trust Fund
	Reinspection	616.242	\$500	2005	Yes	\$500	General Inspection Trust Fund
	Late Notice Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Failure to Cancel Inspection	616.242	\$100	1997	Yes	\$100	General Inspection Trust Fund
	Go Kart Vehicle Inspection	616.242	\$7	2005	Yes	\$7	General Inspection Trust Fund
	Ride Permit Fee	616.242	\$430	2005	Yes	\$430	General Inspection Trust Fund
	Lost USAID Tag	616.242	\$100	1993	Yes	\$100	General Inspection Trust Fund
	Bungee Permit	616.242	\$500	1993	Yes	\$500	General Inspection Trust Fund
	Weekend/Holiday Inspection	616.242	\$500	2005	Yes	\$75	General Inspection Trust Fund
	Administrative Fines	616.242	Not to exceed 2,500	2005	Yes	\$2,500	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Game Promotions
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.849.094,F.S.
Purpose of Fees Collected: To process game pormotion filings for game promotion operators in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Receipts:</u>			
Registration Fees	344,775	362,133	367,891
Administrative Fines	391,990	391,990	391,990
Total Fee Collection to Line (A) - Section III	736,765	754,123	759,881

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	105,598	105,598	105,598
Other Personal Services	4,584	4,584	4,584
Expenses	12,391	12,391	12,391
Operating Capital Outlay	507	507	507
Human Resources	658	658	658
Refunds	5,036	5,036	5,036
Refunds - Non-State	1,080	1,080	1,080
GR SC	39,475	5,036	5,036
OATS	4,888	4,888	4,888
Indirect Costs Charged to Trust Fund	63,547	63,547	63,547
Total Full Costs to Line (B) - Section III	237,764	203,325	203,325

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	736,765	759,881
TOTAL SECTION II	(B)	237,764	203,325
TOTAL - Surplus/Deficit	(C)	499,001	556,556

EXPLANATION of LINE C:
The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Game Promotions

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining processes and cross training have increased productivity and customer service. Due to these improvements we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable and are applied uniformly.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period:** 2019-20
Program: 42160200 Health Studios
Fund: 2321 General Inspection Trust Fund

Specific Authority: s.501.015,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Health Studio Industry in the State of Florida.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020
Receipts:			
Registration Fees	850,625	880,447	894,447
Administrative Fines	70,175	31,262	31,262
Total Fee Collection to Line (A) - Section III	920,800	911,709	925,709

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	110,234	110,234	110,234
Other Personal Services	3,366	3,366	3,366
Expenses	11,703	11,703	11,703
Operating Capital Outlay	469	469	469
Contracted Services	1,390	1,390	1,390
HR Assessment	682	682	682
Refund - State Revenues	3,002	3,002	3,002
Refund - Non-State Revenues	53	53	53
OATS Assessment	4,857	4,857	4,857
General Revenue Service Charge	69,095	72,937	74,057
Indirect Costs	40,127	40,127	40,127
Total Full Costs to Line (B) - Section III	244,979	248,820	249,940

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	920,800	911,709	925,709
TOTAL SECTION II	(B)	244,979	248,820	249,940
TOTAL - Surplus/Deficit	(C)	675,821	662,889	675,769

EXPLANATION of LINE C:

The surplus of revenues over expenditures is used to help defray the operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Health Studios

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state

standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are reasonable. There is one set fee for all business types.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

NA

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Household Moving Services
Fund: 2321 General Inspection Trust Fund

Specific Authority: s.507.03,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Intrastate Moving Industry in the state of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Receipts:</u>			
<u>Mover Registration Fee</u>	383,400	403,008	409,416
<u>Admin Fine</u>	88,768	39,545	39,545
Total Fee Collection to Line (A) - Section III	472,168	442,553	448,961

<u>SECTION II - FULL COSTS</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	108,639	108,639	108,639
<u>Other Personal Services</u>	1,927	1,927	1,927
<u>Expenses</u>	10,327	10,327	10,327
<u>Contracted Services</u>	1,256	1,256	1,256
<u>Operating Capital Outlay</u>	404	1,615	1,615
<u>HR Assessment</u>	667	667	
<u>Refund - State Revenues</u>	1,259	1,259	1,259
<u>Refund - non-state Revenues</u>	22	22	22
<u>OATS Assessment</u>	4,547	4,547	4,547
<u>General Revenue Service Charge</u>	32,946	3,164	3,164
<u>Indirect Costs Charged to Trust Fund</u>	40,344	40,344	40,344
Total Full Costs to Line (B) - Section III	202,338	173,767	173,099

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	472,168	442,553	448,961
TOTAL SECTION II	(B)	202,338	173,767	173,099
TOTAL - Surplus/Deficit	(C)	269,830	268,786	275,862

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Household Moving Services

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute, and applies uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2019-20
Program: 42160200 LP Gas Inspection
Fund: 2321 General Inspection Trust Fund
Specific Authority: Chapter 527,F.S.
Purpose of Fees Collected: Regulatory oversight of the liquefied petroleum gas industry, including licensing, examination, inspection, investigation and training

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Receipts:			
LP Gas Exam Fees	28,010	44,650	45,358
Fees-Registration and Training	4,575	10,939	11,112
Fees-Site Plan	21,040	-	-
Fees-Transfer of LPG licenses	3,630	2,589	2,630
LP Gas Renewals	1,612,266	1,931,135	1,961,840
Administrative Fines	46,054	20,517	20,517
Total Fee Collection to Line (A) - Section III	1,715,575	2,009,830	2,041,457

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	1,007,709	1,007,709	1,007,709
Other Personal Services	15,777	15,777	15,777
Expenses	33,880	33,880	33,880
Contracted Services	5,278	5,278	5,278
Operating Capital Outlay	1,615	1,615	1,615
HR	1,995	1,995	1,995
Refunds - State	16,561	16,561	16,561
Refunds - Non-State	283	283	283
OATS	15,104	15,104	15,104
General Revenue Service Chg	132,719	160,786	163,317
Indirect Costs Charged to Trust Fund	112,708	112,708	112,708
Total Full Costs to Line (B) - Section III	1,343,629	1,371,697	1,374,227

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	1,715,575	2,009,830	2,041,457
TOTAL SECTION II	(B)	1,343,629	1,371,697	1,374,227
TOTAL - Surplus/Deficit	(C)	371,945	638,133	667,230

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Liquefied Petroleum Gas

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Liquefied Petroleum Gas (LP) program has integrated with the Weights and Measures program to cross train inspectors. One inspector will now be serving both program areas, saving time and increasing the number of facilities that will be inspected. Petroleum inspectors are being cross trained to inspect LP cylinder cages, allowing for further efficiency. Statutory changes in the LP gas licensing program have reduced the number of license categories from 16 to six. The new categories reduce industry confusion and processing time by department staff. Additional barriers for businesses such as site plans and multiple forms required with the application have been removed. Additionally, businesses may now elect to license from 1-3 years rather than annually reducing paperwork. Higher initial application fees and site plan fees were removed, which along with combining license categories led to a fee neutral change.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division will continue to work with new ideas to streamline processes without losing the effectiveness of the program and the services to Florida consumers. Inspectors will continue to cross train and provide time saving plans to increase inspector's productivity.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activities are mandated by Florida Statutes and are appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: LP Gas Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): NO Chapter 527, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? \$ **N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Liquefied Petroleum Gas	Category I liquefied petroleum gas dealer	527.02, F.S.		2018	No	\$400	General Inspection Trust Fund
	Category II liquefied petroleum gas dispenser	527.02, F.S.		2018	No	\$400	General Inspection Trust Fund
	Category III liquefied petroleum gas cylinder exchange unit operator	527.02, F.S.		2018	No	\$65	General Inspection Trust Fund
	Category IV dealer in appliances and equipment	527.02, F.S.		2018	No	\$65	General Inspection Trust Fund
	Category V LP gas installer	527.02, F.S.		2018	No	\$200	General Inspection Trust Fund
	Category VI Miscellaneous Operator	527.02, F.S.		2018	No	\$200	General Inspection Trust Fund
	Material Change	527.02(4), F.S.		2018	No	\$10	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2019-20
Program: 42160200 Motor Vehicle Repair Shops
Fund: 2321 General Inspection Trust Fund

Specific Authority: s.559.904, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Motor Vehicle Repair Industry in the state of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017 - 2018	FY 2018 - 2019	FY 2019 - 2020
<u>Receipts:</u>			
Registration Fees	1,299,624	1,206,315	1,225,495
Penalties-Late Filing	31,309	9,645	9,645
Administrative Fines	448,709	199,894	199,894
Total Fee Collection to Line (A) - Section III	1,779,642	1,415,854	1,435,034

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	749,492	749,492	749,492
Other Personal Services	25,564	25,564	25,564
Expenses	81,894	81,894	81,894
Operating Capital Outlay	3,305	3,305	3,305
Contracted Services	9,667	9,667	9,667
HR Assessment	4,646	4,646	4,646
Refund - State Revenues	24,681	24,681	24,681
Refunds - Non-State	967	33,488	33,488
OATS Assessment	33,488	33,488	33,488
General Revenue S/C	124,233	113,268	114,803
Indirect Costs Charged to Trust Fund	271,295	271,295	271,295
Total Full Costs to Line (B) - Section III	1,329,232	1,350,789	1,352,323

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	1,779,642	1,435,034
TOTAL SECTION II	(B)	1,329,232	1,352,323
TOTAL - Surplus/Deficit	(C)	450,410	82,711

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Motor Vehicle Repair Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Motor Vehicle Repair Shops**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No; 559.901 - 559.9221, F.S.**

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? **\$ N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Motor Vehicle Repair Shops	Registration fee	s. 559.904	The following annual fees are set by statute: \$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	In 1997, fee for small shops performing only minor repairs was amended to \$50. Other fees last revised in 1991.	No	\$50 for shops with 1-5 employees; \$150 for shops with 6-10 employees; and \$300 for shops with 11 or more employees	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Pawn Shops
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.539.001, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Pawn Shop Industry in the state of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Receipts:</u>			
<u>Registration Fees</u>	373,513	385,331	392,070
<u>Background Checks</u>	26,545	38,518	38,518
<u>Administrative Fines</u>	206,529	92,006	92,006
Total Fee Collection to Line (A) - Section III	606,587	515,855	522,594

<u>SECTION II - FULL COSTS</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	28,935	28,935	28,935
<u>Other Personal Services</u>	1,262	1,262	1,262
<u>Expenses</u>	3,401	3,401	3,401
<u>Contracted Services</u>	396	396	396
<u>Operating Capital Outlay</u>	139	139	139
<u>HR Assessment</u>	180	180	180
<u>Refund - State Revenue</u>	1,251	1,251	1,251
<u>Refund - Non-State Revenue</u>	22	1,251	1,251
<u>OATS Assessment</u>	1,340	1,340	1,340
<u>General Revenue S/C</u>	37,972	41,268	41,808
<u>Indirect Costs Charged to Trust Fund</u>	10,316	10,316	10,316
Total Full Costs to Line (B) - Section III	85,215	89,740	90,279

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>		ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
TOTAL SECTION I	(A)	606,587	515,855	522,594
TOTAL SECTION II	(B)	85,215	89,740	90,279
TOTAL - Surplus/Deficit	(C)	521,372	426,115	432,315

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:

Pawn Shops

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect

the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Pawn Shops

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; Chapter 539, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? \$ **N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Pawn Shops	License fee	s. 539.001	\$300 annually set by statute	1996	Yes	\$300	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42160200 Sellers of Travel
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.559.928,F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Sellers of Travel Industry in the State of Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Receipts:</u>			
Initial Fee	147,510	183,530	186,449
Renewal Fee	751,550	808,915	821,776
Document Submission Fee	200	-	-
Travel Independent Agents	481,850	481,553	489,209
Administrative Fines	70,156	31,253	31,253
Total Fee Collection to Line (A) - Section III	1,451,266	1,505,251	1,528,687

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
Salaries and Benefits	795,336	795,336	795,336
Other Personal Services	20,498	20,498	20,498
Expenses	81,149	81,149	81,149
Operating Capital Outlay	3,226	3,226	3,226
Contracted Services	9,718	9,718	9,718
HR Assessment	4,907	4,907	4,907
Refund - State Revenues	17,027	17,027	17,027
Refund - Non-State Revenues	300	300	300
OATS Assessment	34,391	34,391	34,391
General Revenue S/C	110,803	120,420	122,295
Indirect Costs Charged to Trust Fund	291,692	291,692	291,692
Total Full Costs to Line (B) - Section III	1,369,047	1,378,664	1,380,539

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	1,451,266	1,528,687
TOTAL SECTION II	(B)	1,369,047	1,380,539
TOTAL - Surplus/Deficit	(C)	82,219	148,149

EXPLANATION of LINE C:
 The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Sellers of Travel

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees currently charged are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Solicitation of Contributions
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.496.406,496.409,and 496.410, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Solicitation of Contributions Industry in the State of Florida

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
<u>Receipts:</u>			
Registration Fees	3,390,942	3,444,858	3,499,632
Penalties-Late Filing Fee	64,570	76,868	76,868
Administrative Fines	378,434	168,587	168,587
Total Fee Collection to Line (A) - Section III	3,833,947	3,690,313	3,745,087

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	769,587	769,587	769,587
Other Personal Services	28,639	28,639	28,639
Expenses	86,164	86,164	86,164
Contracted Services	10,120	10,120	10,120
Operating Capital Outlay	3,495	3,495	3,495
HR Assessment	4,779	4,779	4,779
Refunds	27,235	27,235	27,235
Non-State Refunds	480	480	480
Generall Revenue S/C	283,662	295,225	299,607
OATS	34,799	34,799	34,799
Indirect Costs Charged to Trust Fund	277,198	277,198	277,198
Total Full Costs to Line (B) - Section III	1,526,159	1,537,722	1,542,104

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	3,833,947	3,745,087
TOTAL SECTION II	(B)	1,526,159	1,542,104
TOTAL - Surplus/Deficit	(C)	2,307,787	2,202,983

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Solicitation of Contributions

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training have increased productivity and customer services. Due to these improvements, we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fees charged are set by statute. For charities, fees are determined by the amount of contributions received by the charity. For professional solicitors and professional fundraising consultants, fees apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Solicitation of Contributions

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s. 496.405, 496.409 and 496.410, F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? \$ **N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Solicitation of Contributions	Registration fee	ss. 496.405, 496.409 and 496.410	The following annual fees are set by statute for charitable organizations and sponsors: \$10 if contributions received from the public during the immediately preceding fiscal year by such organization or sponsor are no more than \$25,000 and the fundraising activities of such organization or sponsor are carried on by volunteers, members, officers, or permanent employees, who are not compensated, primarily to solicit such contributions, provided no part of the assets or income of such organization or sponsor inures to	2013	No	The following annual fees are set by statute for charitable organizations and sponsors: \$10 if contributions received from the public during the immediately preceding fiscal year by such organization or sponsor are no more than \$25,000 and the fundraising activities of such organization or sponsor are carried on by volunteers, members, officers, or permanent employees, who are not	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Standards (Petroleum Inspection and Weights & Measures Inspection)
Fund: 2321 General Inspection Trust Fund

Specific Authority: 525.09,F.S.; 526.51,F.S.;5013913,F.S.;531,F.S.

Purpose of Fees Collected: To defray the expenses incident to inspecting, testing, and analyzing petroleum fuels and vehicular fluids in the state and issue permits fees for scales and weighing devices and metrology calibraton services.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Receipts:			
Transfers in from DOR - Petroleum Product	10,658,731	10,805,581	10,912,495
Truck Registration Fees	(1,300)	0	0
Site Plan Fees	(200)	0	0
Antifreeze Registration Fees	119,250	111,583	113,357
Brake Fluid Permits	26,550	26,355	26,775
Metrology Fees	50,362	42,350	43,023
Meter and Scale Permit Fees	1,942,814	2,212,107	2,247,280
Sale of Surplus property-DMS sale	52,913	0	0
Interest	420,753	429,732	429,732
Penalties-Returned Check Service Fees	(139)	0	0
Late Penalty-Brake Fluid Renwal	500	433	433
Refunds-Prior Year Expenditures	5	0	0
Refunds	110	0	0
Copies of Documents	298	0	0
Administrative Fines	93,169	55,427	55,427
Reimbursements from Employees	130	0	0
Insurance Recoveries	879	0	0
Dietetic Registration and Training	(20)	0	0
Transfers in from Citrus Inspection Trust Fu	1,108	0	0
Total Fee Collection to Line (A) - Section III	13,365,913	13,683,568	13,828,522

SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	5,894,566	6,018,826	6,018,826
Other Personal Services	22,654	23,680	23,680
Expenses	1,527,650	1,538,439	1,538,439
Contracted Services	204,392	205,733	205,733
Operating Capital Outlay	306,682	307,094	307,094
Acquisition of Motor Vehicles	511,099	-	-
HR Assessment	35,023	35,782	35,782
Refund - State Revenues	11,918	11,918	11,918
Refund - Non-State Revenues	392	392	392
OATS Assessment	278,568	283,565	283,565
Assessment on Investments	28,479	28,479	28,479
General Revenue S/C	57,472	60,000	60,000
Indirect Costs Charged to Trust Fund	2,067,538	2,114,359	2,114,359
Total Full Costs to Line (B) - Section III	10,946,432	10,628,265	10,628,265

Basis Used:

Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	13,365,913	13,683,568	13,828,522
TOTAL SECTION II	(B)	10,946,432	10,628,265	10,628,265
TOTAL - Surplus/Deficit	(C)	2,419,481	3,055,303	3,200,257

EXPLANATION of LINE C:

The Bureau of Standards currently generates revenues through inspection, permit fees, and registration fees to offset program
The Bureau of Standards currently generates revenues through inspection, permit fees, and registration fees to offset program
gallon of specific petroleum fuels sold in Florida) is believed to be the best overall approach. The fee covers the associated
expenses for the many different services our programs are responsible for, such as the handling and investigation of consumer
complaints, the analysis of petroleum samples and the inspection of wholesale and retail dispensing devices, scales and
weighing devices, and metrology calibration services. The surplus of revenue over expenditures is used to help defray the
operating costs for other programs in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Office of Policy and Budget - July 2018

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program: Standards (Petroleum Inspection and Weights/Measures Inspection)

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Standards has integrated the inspection of the Weights and Measures program and the Liquefied Petroleum Gas (LP) program. One inspector will now be serving both program areas, saving time and increasing the number of facilities that will be inspected. Weights and Measures inspectors are also trained to inspect LP cylinder cages, allowing for further efficiency.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The division continues to look for ways to streamline the processes without decreasing services. In addition to cross training inspectors, a statistical sampling plan has been put into place for petroleum pumps and weighing and measuring devices. This will save time and increase the geographic area that can be covered. Statistical sampling has reduced the time between inspections from 18-24 months to approximately 12 months.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activities are mandated by Florida Statute and are appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Standards (Petroleum and Weights and Measures Inspections)

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): NO

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? \$ **N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Petroleum distribution and sales	Inspection Fee	525.09, F.S.	None	1995	No	1/8 cent per gallon gasoline and kerosene (except aviation and #1 fuel oil)	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 1 - 5 in a single establishment - \$60	2009	Yes	\$40	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 6 - 10 in a single establishment - \$150	2009	Yes	\$125	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; 11 - 30 in a single establishment - \$200	2009	Yes	\$175	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Retail scales; More than 30 in a single establishment - \$300	2009	Yes	\$225	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; 100 - 250 lb. capacity - \$200	2009	Yes	\$40	General Inspection Trust Fund

Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; >250 - 5,000 lb. capacity - \$200	2009	Yes	\$75	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; >5,000 - 20,000 lb. capacity - \$300	2009	Yes	\$150	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Scales; Over 20,000 lb capacity - \$400	2009	Yes	\$200	General Inspection Trust Fund
Weights and Measures	Measuring Device Permits	531.60 - 65, F.S.	Wheel Load Weighers - \$35	2009	Yes	\$15	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Static Railroad track scales \$1,000	2009	Yes	\$200	General Inspection Trust Fund
Weights and Measures	Measuring Device Permits	531.60 - 65, F.S.	Belt Conveyor Scales - \$500	2009	Yes	\$400	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	In Motion Railroad Track Scales - \$1,000	2009	Yes	\$200	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters up to 150 lb/minute - \$100	2009	Yes	\$100	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Mass Flow Meters >150 lb/minute - \$500	2009	Yes	\$250	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 10 gal/minute - 1-5 in a single establishment	2009	Yes	\$40	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 10 gal/minute - 6-10 in a single establishment	2009	Yes	\$125	General Inspection Trust Fund

Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 10 gal/minute -11-30 in a single establishment	2009	Yes	\$174	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters up to 10 gal/minute - 31 or more in a single establishment	2009	Yes	\$225	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Volumetric Flow Meters >10 gal/minute - \$100	2009	Yes	\$40	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Under 500 gal capacity, Used as measures - \$100	2009	Yes	\$100	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Tanks, Over 500 gal capacity, used as measures - \$200	2009	Yes	\$200	General Inspection Trust Fund
Weights and Measures	Weighing and Measuring Device Permits	531.60 - 65, F.S.	Multiple Dimension Measuring Device - \$100	2009	Yes	\$100	General Inspection Trust Fund

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period: 2019-20**
Program: 42160200 Professional Surveyors and Mappers
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.472.011, s.472.0365, s.472.018, s.472.023, s.470.0345, F.S.
Purpose of Fees Collected: To provide regulation and oversight to Professional Surveyors and Mappers.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Receipts:			
Unlicensed Activity Fee	3,045	49,034	49,814
CE Provider Fees	2,300	11,065	11,241
Duplicate Name Status Change Fees	580	3,495	3,550
Examination Application Fees	5,370	21,829	22,177
Initial License Fees	17,040	20,357	22,415
Renewal License	310,518	314,553	316,440
Business Licenses	183,768	183,270	187,563
Penalties - Returned Checks	(18)	-	-
Administrative Fines	24,826	25,000	25,000
Delinquent Charges	150	-	-
Copies of Documents	120	-	-
License Verification SAM	25	-	-
Total Fee Collection to Line (A) - Section III	547,724	568,504	577,145

SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	331,651	331,651	331,651
Other Personal Services	14,023	14,023	14,023
Expenses	64,854	65,324	65,324
Contracted Services	20,141	20,200	20,200
Operating Capital Outlay	-	33	33
HR Assessment	1,976	2,009	2,009
Refund - State Revenues	3,655	3,655	3,655
OATS Assessment	-	218	218
General Revenue S/C	6,340	45,480	46,172
Indirect Costs Charged to Trust Fund	116,327	118,369	118,369
Total Full Costs to Line (B) - Section III	558,966	600,962	601,653

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	547,724	577,145
TOTAL SECTION II	(B)	558,966	601,653
TOTAL - Surplus/Deficit	(C)	(11,243)	(24,508)

EXPLANATION of LINE C:

Professional Surveyors and Mappers is on a biennial registration, FY 16/17 had a surplus of \$113,929.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:
Professional Surveyor and Mappers

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes has increased productivity and customer service. Due to these improvements we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Yes, but not on an annual basis. The license renewal fee is valid for a two-year period. Two-year license renewals were issued in FY 16-17 and will be issued again in FY 18-19.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight is set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs in a two-year period.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Professional Surveyor and Mappers							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes, 472.011(11)							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 0%							
If the program is subsidized from other state funds, what is the source(s)? N/A							
What is the current annual amount of the subsidy? \$ N/A							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Land Surveying and Mapping	Examination Fee	s.472.011	\$125	2012	Yes	\$120	General Inspection Trust Fund
	Licensure by Endorsement Application Fee	s.472.011	\$200	1993	Yes	\$125	General Inspection Trust Fund
	Application for Inactive status	s.472.011	\$150	1993	Yes	\$100	General Inspection Trust Fund
	Continuing Education Provider Fees	s.472.018	\$500	1993	Yes	\$450 Initial \$250 Renewal	General Inspection Trust Fund
	Temporary Certificate Fee	s.472.023	\$100 Individual \$200 Business	1993	Yes	\$25 Individual	General Inspection Trust Fund
	Temporary Certificate of Authorization Fee	s.472.023	\$100 Individual \$200 Business	1993	Yes	\$50 Business	General Inspection Trust Fund
	Duplicate Name/Status Change Fee	s.472.011	\$25	1993	Yes	\$20	General Inspection Trust Fund
	Application Fee	s.472.011	\$125	1993	Yes	\$125	General Inspection Trust Fund
	Initial License Fee	s.472.011	\$200	1993	Yes	\$125	General Inspection Trust Fund
	Renewal License Fee	s.472.011	\$500	1993	Yes	\$250 biennium individuals \$350 biennium business	General Inspection Trust Fund
	Business (Certificate of Authorization) License Fee	s.472.011	\$125	1993	Yes	\$125	General Inspection Trust Fund
	License Reactivation Fee	s.472.011	\$150	1993	Yes	\$50	General Inspection Trust Fund
	Citations	s.472.0345	\$5,000	1993	Yes	No less than \$500 and no more than \$5000	General Inspection Trust Fund
	Citations-Unlicensed	s.472.036	\$5,000	1993	Yes	No less than \$500 and no more than \$5000	General Inspection Trust Fund
	Unlicensed Activity Fee	s.472.0365	\$5	1993	Yes	\$5	

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2019-20
Program: 42160200 Telemarketing
Fund: 2321 General Inspection Trust Fund
Specific Authority: s.501.605 and 501.607, F.S.
Purpose of Fees Collected: To provide regulation and oversight to the Telemarketing Industry in the State of Florida

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2017 - 2018	ESTIMATED FY 2018 - 2019	REQUEST FY 2019 - 2020
Receipts:			
Licenses-Commercial Telephone Sales	599,985	601,281	610,842
Licenses-Sales Persons	520,720	606,928	623,467
Fees-Change Info-Telemarketing Licens	18,420	30,140	30,619
Fees-Telemarketing Solicitor (DNC list)	71,350	81,793	83,094
Administrative Fines	80,178	35,718	35,718
Total Fee Collection to Line (A) - Section III	1,290,653	1,355,860	1,383,740

SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	279,748	279,748	279,748
Other Personal Services	14,850	14,850	14,850
Expenses	35,174	35,174	35,174
Contracted Services	4,041	4,041	4,041
OCO	1,459	1,459	1,459
HR Assessment	1,753	1,753	1,753
Refunds	15,325	15,325	15,325
Refunds - Non-State	270	270	270
OATS Assessment	13,417	13,417	13,417
General Revenue S/C	97,714	108,469	110,699
Indirect Costs Charged to Trust Fund	98,217	98,217	98,217
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	561,966	572,721	574,951

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	1,290,653	1,383,740
TOTAL SECTION II	(B)	561,966	574,951
TOTAL - Surplus/Deficit	(C)	728,687	808,789

EXPLANATION of LINE C:

The surplus of revenue over expenditures is used to help defray the operating cost for other program in the Department that are funded by the Legislature from the General Inspection Trust Fund.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:

Telemarketing

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining the administrative processes and cross training has increased productivity and customer services. Due to these improvements we have been able to handle registrations and filings without additional personnel.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

E-commerce or electronic filing will be added as budget permits. Cost savings is not determined at this time.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is mandated by Florida Statutes and is appropriate to provide protection to both the consuming public and the industry being regulated.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Division does not use official estimates by the Revenue Estimating Conference. Our revenue projections are based on actual historical revenues and the statutorily mandated fee structure.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Fees are sufficient to cover all costs.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the

types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

The fee charged for the regulatory service and oversight are set by statute and apply uniformly to all affected business entities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Fees are adequate to cover all costs.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Business or Profession Program: Telemarketing

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No; s.501.605 and 501.607,F.S.

What percent of the regulatory cost is currently subsidized? (0 to 100%) **0%**

If the program is subsidized from other state funds, what is the source(s)? **N/A**

What is the current annual amount of the subsidy? \$ **N/A**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Telemarketing	Commerical Telephone Sellers Licenses	s. 501.605	The following annual fees are set by statute: \$1,500	1991	No	\$1,500	General Inspection Trust Fund
	Sales Person Licenses	s. 501.607	The following annual fees are set by statute: \$50 for telemarketing salespersons	1991	No	\$50	General Inspection Trust Fund
	Changes to Information on Telephone Marketing Licenses	s.501.609(2)	The following annual fees are set by statute: \$10 for changes to information on telephone marketing licenses	1991	No	\$10	General Inspection Trust Fund

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF FRUIT AND VEGETABLES
INSPECTION AND ENFORCEMENT
42170100**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** 2019-20
Program: 42170100 Fruit and Vegetable Inspection and Enforcement
Fund: 2093 Citrus Inspection Trust Fund

Specific Authority: 601.28 & 570.481 F.S.
Purpose of Fees Collected: Fees collected to the extent necessary to perform inspection service

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017-18	FY 2018-19	FY 2019-20
Receipts:			
<u>Citrus Inspection Program</u>	2,067,887	2,512,236	2,626,339
<u>USDA</u>	4,250,584	4,184,864	4,187,451
<u>License and Bond</u>	10,400	8,100	8,100
<u>Citrus Crop Estimating</u>	728,591	975,024	1,036,000
<u>Citrus Marketing Order</u>	1,476,873	1,976,400	2,100,000
<u>Transfer from GR-Cash Supplement</u>	2,500,000	2,500,000	2,500,000
Total Fee Collection to Line (A) - Section I	11,034,334	12,156,624	12,457,890

<u>SECTION II - FULL COSTS</u>			
Direct Costs:			
Salaries and Benefits	698,322	805,000	805,000
Other Personal Services	87,515	138,000	138,000
Expenses	1,464,672	1,781,744	1,781,744
Operating Capital Outlay	-	10,000	10,000
<u>Citrus Marketing Order Research</u>	1,362,531	5,476,873	1,976,400
<u>Citrus Crop Estimating Services</u>	1,434,712	1,419,555	1,419,555
<u>USDA</u>	4,655,452	4,184,864	4,187,451
Indirect Costs Charged to Trust Fund	138,688	252,922	252,922
Total Full Costs to Line (B) - Section III	9,841,892	14,068,958	10,571,072

Basis Used: Indirect costs are the allocation from Tallahassee of Administrative costs. Budwood expenditures \$230,619 not presented.

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	11,034,334	12,156,624
TOTAL SECTION II	(B)	9,841,892	10,571,072
TOTAL - Surplus/Defici	(C)	1,192,442	(1,912,334)

EXPLANATION of LINE C:
Fees were held constant from the FY2014-2015, in combination with a declining crop, lead to deficiencies of revenue over expenditures. The General Revenue cash supplement and the excess of CMO Assessments revenue over expenditures created a surplus for the fund.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Service **Budget Period:** **2019-20**
Program: 42170100 Fruit and Vegetable Inspection and Enforcement
Fund: 2321 General Inspection Trust Fund

Specific Authority: 570.481 F.S.
Purpose of Fees Collected: Fees collected to the extent necessary to perform inspection service or based on set fees from USDA or by FDACS

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2017-18	FY 2018-19	FY 2019-20
<u>Receipts:</u>			
<u>FMO Inspection Services</u>	2,488,552	2,315,605	2,304,647
<u>Vegetable Inspection Program</u>	1,302,469	1,439,350	1,415,850
<u>Tomato (T-GAP) Registration & Audits</u>	49,956	47,500	47,500
<u>Peanut Marketing Orders</u>	717,042	717,042	717,042
<u>Tobacco Marketing Orders</u>	12,843	12,500	12,500
Total Fee Collection to Line (A) - Section III	4,570,862	4,531,997	4,497,539

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	880,505	2,389,474	2,389,474
<u>Other Personal Services</u>	480,611	948,706	948,706
<u>Expenses</u>	2,957,418	1,641,869	1,641,869
<u>Vehicle Replacement</u>	25,514	-	-
<u>Marketing Orders</u>	354,565	669,082	669,082
<u>Contracted Services</u>	35,015	53,762	53,762
<u>General Revenue Surcharge</u>	177,788	450,000	450,000
<u>Indirect Costs Charged to Trust Fund</u>	144,285	144,285	144,285
Total Full Costs to Line (B) - Section III	5,055,701	6,297,178	6,297,178

Basis Used: Indirect costs are the allocation from Tallahassee of Administrative costs.

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	4,570,862	4,497,539
TOTAL SECTION II	(B)	5,055,701	6,297,178
TOTAL - Surplus/Deficit	(C)	(484,838)	(1,799,639)

EXPLANATION of LINE C:
The impact of Hurricane Irma resulted in lower volumes for most commodities inspected. Tomato volume was down 20% totaling 6.7 million 25lb equivalents. There is a need to raise fees on the Shipping Point inspections services to mitigate deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department:__Agriculture and Consumer Services_____

Regulatory Service to or Oversight of Businesses or Professions Program:__Fruit and Vegetable Inspection and Enforcement

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?
The division, to reduce expenses, decided not to replace three employees upon their retirement and departure, which included combining two districts under one supervisor. The savings realized is Salaries & Benefits of \$182,219, which is net of two pay increases for performing extra duties of the District Supervisor and Administrative Assistant II-SES. Additionally, the division did not rehire the two OPS positions hired to assist the previous year, saving \$25,142.
2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?
Additional cost cutting measures that are planned / have been completed thusfar in FY2018-2019, the division implemented electronic storage system and email distribution of invoices, saving an estimated \$6,035 per year in office supplies, mailing and document storage fees.
3. Is the regulatory activity an appropriate function that the agency should continue at its current level? Yes
4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable? Yes
5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight? No
6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for

annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection? Yes

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

Citrus diseases (citrus greening and citrus canker) resulted in the destruction or abandonment of many citrus groves in the citrus production areas of Florida. Even citrus trees that remain viable are experiencing lower fruit yields. Citrus canker is caused by a bacterial pathogen that spreads through wind, flooding, and human transport, and results in unsightly lesions in the fruit that make it undesirable for consumption. Citrus greening is caused by a bacterium that is spread by the Asian citrus psyllid and leads to fruit drop, smaller, bitter and asymmetrical fruit, and the eventual death of the tree. There are no cures for either of these diseases, and control strategies involve heavy pesticide use and the application of nutrient supplements in the soil as well as the foliage of the trees. As these diseases have spread, the fresh fruit yield and consequently the number of cartons needing to be certified for export by the Department have gone down each year. Since 2000, citrus acreage in Florida has decreased by 385 thousand acres, while production of citrus in the same period has shrunk by more than 215 million boxes. These funds will allow the department to continue to provide services to the citrus industry which is an essential part of the state's economic health.

Without this funding, the Florida Department of Agriculture and Consumer Services Divisions of Fruit and Vegetables and Plant Industry will be forced to reduce operations, including staff, to a level where it will no longer provide the

needed services to the citrus industry. Consequently, Florida citrus growers will be left without a comprehensive statistics program, sufficient inspectors, and clean budwood from which to propagate reset trees to replace diseased ones.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy. The division continues to focus on process improvements, time management and efficiencies to reduce expenditures.

Schedule IA - Part II: Examination of Regulatory Fees

Department: Agriculture and Consumer Services							
Regulatory Service to or Oversight of Business or Profession Program: Fruit and Vegetable Inspection and Enforcement							
Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): Yes; F.S. 601.28							
What percent of the regulatory cost is currently subsidized? (0 to 100%) 50%							
If the program is subsidized from other state funds, what is the source(s)? General Revenue							
What is the current annual amount of the subsidy? \$ 2,500,000 (Benefitting Citrus Inspection Trust Fund)							
Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Citrus Inspection Program	Packing House Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.1300	Citrus Inspection TF
	Packing House Partners in Quality (PIQ) Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0100	Citrus Inspection TF
	Customer Assisted Certification Program (CACP) Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0231	Citrus Inspection TF
	CACP Non-eligible Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0271	Citrus Inspection TF
	Fresh Cannery Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0666	Citrus Inspection TF
	Roadside Stand Inspection Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0300	Citrus Inspection TF
License and Bond	Citrus Agent Registration	570.48; 601.59			No	10.00	Citrus Inspection TF
	Citrus Fruit Dealers Licenses	570.48; 601.59			No	25.00	Citrus Inspection TF
Florida Ag Statistics Service	Citrus Crop Estimating Fees	570.48; 570.481; 601.28; 601.27; 601.29; 601.32			No	0.0148	Citrus Inspection TF
Federal Marketing Order	Marketing Orders - Veg Insp Shipping Point Fees	570.48; 570.481			No	Varies	General Inspection TF

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF AQUACULTURE
42170300**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42170300 Aquaculture Certification
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.004
Purpose of Fees Collected: To fund the Certification Program that regulates Aquaculture farms which produce products for sale to the public.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
	GR	GITF	GR	GITF	GR	GITF
Receipts:						
Aquaculture Certification Fees		103,600		103,000		103,000
Donations						
Refunds						
Administrative Fines		2,000				
Penalties		85				
Total Fee Collection to Line (A) - Section II	-	105,685	-	103,000	-	103,000

SECTION II - FULL COSTS

	ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
	GR	GITF	GR	GITF	GR	GITF
Direct Costs:						
Salaries and Benefits	330,086	-	330,086	-	330,086	-
Other Personal Services						
Expenses	21,247	106	21,247		21,247	
Refund State Revenues		3,300				
Contracted Services	997		997	-	997	-
HR	2,030		2,030		2,030	
General Revenue S/C		48,526			-	
Indirect Costs Charged to Trust Fund		20,601		20,601		20,601
Total Full Costs to Line (B) - Section III	354,360	72,532	354,360	20,601	354,360	20,601

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	105,685	-	103,000	-	103,000
TOTAL SECTION II	(B)	354,360	72,532	354,360	20,601	354,360	20,601
TOTAL - Surplus/Deficit	(C)	(354,360)	33,153	(354,360)	82,399	(354,360)	82,399

EXPLANATION of LINE C:

The Division collects a statutory fee for this program. Excess revenues are used to cover the deficit in the Division's Shellfish Processing plant Inspection Program.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Aquaculture Certification

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Historically aquaculture regulatory on-site compliance visits have been conducted unannounced. This policy can result in visits with no access because of locked gates, locked buildings, watch dogs and other uninvited guest deterrents, in addition to the farmer/managers not being present to accompany staff on facility inspection. Routine compliance site visits for facilities with limited access are now scheduled in advance, eliminating the need for unnecessary repeat return attempts to inspect a facility.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Improve planning, scheduling, and coordination to improve staff time efficiencies and effectiveness resulting in increased productivity per FTE, while reducing program cost per visit without having a detrimental impact on service provided to the farmer or the Division's program responsibilities.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the Legislature established the regulatory function in the Department of Agriculture and Consumer Services, Division of Aquaculture because aquaculture is an agricultural commodity and the Legislature wanted aquaculture to be part of the one-stop regulatory permitting process to eliminate duplication of regulation and agency oversight, and provide a concise, effective, and efficient permitting process for Florida aquaculture farmers.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The Florida Legislature set the original fee in FY 1997-98 and increased (doubled) the fee in FY 2008-09 from \$50 to \$100.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No, the number of field staff and the fee is set by the Florida Legislature. Reducing field staff (4 for 1,000 farms that must be inspected twice a year) would greatly diminish the protection to the state's resources.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No, the aquaculture certification fees are established in statute and apply equally.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

The Aquaculture Certification Program benefits the general public by controlling exotic/invasive aquatic species, conserving waters of the state, and protecting, maintaining, and improving water quality for public use by providing that no waste water be discharged from aquaculture farms into any waters of the state without first being given the degree of treatment necessary to protect Florida waters. This program also promotes the utilization of wildlife, fish, and other aquatic life, and provides for domestic, agricultural,

industrial, recreational, and other beneficial uses. Raising fees to cover program costs will put the Florida Aquaculture Industry at a competitive disadvantage in both the National and International marketplace.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Any reduction of the state subsidy will require the reduction and/or elimination of legislatively directed agency responsibilities which will directly impact all Florida residents and visitors, Florida's wildlife and Florida's natural resources.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42170300 Shellfish Processing Plant Inspection
Fund: 1000, 2321 General Revenue and General Inspection Trust Fund
Specific Authority: 597.020
Purpose of Fees Collected: No fees collected.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

x	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
	GR	GITF	GR	GITF	GR	GITF
N/A						
Total Fee Collection to Line (A) - Section II	-	-	-	-	-	-

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
	GR	GITF	GR	GITF	GR	GITF
Salaries and Benefits	714,317	157,696	714,317	157,696	714,317	157,696
Other Personal Services		10,700		10,700		10,700
Expenses	174,464	4,953	174,464	4,953	174,464	4,953
Contracted Services	34,012		34,012		34,012	
Operating Capital Outlay	9,461		9,461		9,461	
HR Assessment	4,430	759	4,430	759	4,430	759
General Revenue Service Charge		3		-		
Indirect Costs Charged to Trust Fund						
Total Full Costs to Line (B) - Section III	936,684	174,112	936,684	174,108	936,684	174,108

Basis Used: Indirect costs are based on percentage of total salary dollars by program.

SECTION III - SUMMARY

		ACTUAL FY 2017-18		ESTIMATED FY 2018-19		REQUEST FY 2019-20	
		GR	GITF	GR	GITF	GR	GITF
TOTAL SECTION I	(A)	-	-	-	-	-	-
TOTAL SECTION II	(B)	936,684	174,112	936,684	174,108	936,684	174,108
TOTAL - Surplus/Deficit	(C)	(936,684)	(174,112)	(936,684)	(174,108)	(936,684)	(174,108)

EXPLANATION of LINE C:

The Division does not collect any fees for this program due to the small number of plants inspected. Excess revenues from the Aquaculture Certification Program are used to cover deficit.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture & Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Shellfish Processing Plant Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Department recognizes that large operational efficiencies in this program are not feasible since: (1) the required level of inspector standardization, (2) the required level of inspections, and (3) the number of required inspections are prescriptive according to the National Shellfish Sanitation Program.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Large operational efficiencies in this program are not feasible as stated in #1 above.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, the regulatory activity is an appropriate function and the agency should continue at the current level for this molluscan shellfish public health program. The current regulatory activity and level of regulatory activity is what is required by the National Shellfish Sanitation Program. Should the regulatory activity fall below that prescribed by the National Shellfish Sanitation Program, the safety of Florida-produced and processed molluscan shellfish would be questioned and Florida shellfish would not be allowed to enter interstate commerce.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No fees are charged for this molluscan shellfish public health program. The shellfish consuming public is the primary beneficiary of safe and wholesome shellfish.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

No fees are charged for this molluscan public health program. There is no entity to charge.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

7. b). A reasonable fee cannot be charged to cover a significant part of the cost of the processing plant program. With the number of processors (113), it makes the unit cost approximately \$3,868. This fee would devastate this small industry. General Revenue is appropriated because the general public is the primary beneficiary of safe and wholesome shellfish. Consumers enjoy eating molluscan shellfish raw, whole, and alive. Because consumers choose to consume shellfish in this product form (raw), and raw oysters, clams, and mussels can be passive vectors of enteric disease which pose a potential human health hazard, stringent regulations must occur. For these reasons, molluscan shellfish must continue to be regulated to ensure a safe product and to compete with other gulf states funded with other dollars.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

As stated above, there is no reasonable plan to reduce the state General Revenue funding by charging the molluscan shellfish processing industry. Because the consumer enjoys the public health benefits of this regulatory program, General Revenue funding remains the most appropriate revenue source. A possible alternative to General Revenue funding may be legislation to collect a tax at retail and food establishments for each shellfish sold to the consumer. However, such a tax may be burdensome on the Department of Revenue to collect and on food proprietors to implement.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture & Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: Shellfish Processing Plant Inspection

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): No

What percent of the regulatory cost is currently subsidized? (0 to 100%) 64% General Revenue and 36% General Inspection Trust Fund

If the program is subsidized from other state funds, what is the source(s)? GR & GITF

What is the current annual amount of the subsidy? \$257,728 GR and \$142,579 GITF

Service / Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
N/A							

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF ANIMAL PEST AND DISEASE CONTROL
42170500**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-2020**
Program: 42170500 Animal Disease Control
Fund(s): 1000, 2321, 2360 General Revenue, General Inspection Trust Fund and Ag Emergency Eradication Trust Fund
Specific Authority: 534, 534.021, 534.031, 534.041, 534.051, 534.083(1), 585.002(5)
Purpose of Fees Collected: To facilitate the Division's ability to regulate the movement of animals into and within the state to control and or prevent dangerous animal diseases.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

Receipts:	ACTUAL FY 2017-2018			ESTIMATED FY 2018-2019			REQUEST FY 2019-2020		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Vet Inspection Certificate-Intrastate		185,525			189,311			189,311	
Apply for Approval Quarantine Facility		4,200			3,900			3,900	
Brand Certification		3,210			7,729			7,729	
Garbage Feeding Permits		3,200			5,388			5,388	
Transportation of Animal Carcass Permits		10,400			5,388			5,388	
Veterinarian Accreditation Training Fees		(700)							
Contagious Equine Metritis Service Fees		522,805			597,162			650,000	
Equine Interstate Passport Card Fees		10,350			8,730			8,730	
Negative EIA Test Verification Card Fees		1,091			1,842			1,842	
Equine Event Extension Fees		7,005			7,005			7,005	
Administrative Fines		3,380			9,817			9,817	
Penalties - Returned Check Service Fees		-			151			151	
Sale of Surplus Property		-			8,000			2,000	
Reimbursements from Employees		115			200			200	
Copies of Documents		622			1,066			1,066	
Garbage Feeding Facility Inspection Fees		250			250			250	
Fuel Tax Allocation			347,378			423,730			425,909
Total Revenue to Line (A) - Section III		751,453	347,378		845,939	423,730		892,777	425,909

SECTION II - FULL COSTS

Direct Costs:	GR			GITF			AEETF		
	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
Salaries and Benefits	3,027,383	171,632	230,911	3,027,383	520,365	423,730	3,027,383	574,733	425,909
Other Personal Services	12,104	14,085		12,104	20,000		12,104	68,134	
Expenses	137,605	233,566		365,981	250,000		365,981	757,434	
OCO	3,839			50,949			50,949		
Acquisition of Motor Vehicles		-			200,868				
G/A Major Disasters		-							
HR Assessment	19,571	1,517			5,008			5,008	
Risk Management Insurance	-	46,908		42,718	41,565		42,718	41,565	
Contracted Services		25,507			323,958			343,958	
State AG Response Team (SART)				300,000			300,000		
OATS Assessment	23,669	124,255			297,441			305,567	
Refunds State Revenues		355			1,000			1,000	
Refunds Non-State Revenues					2,000			2,000	
General Revenue S/C		60,131			163,470			163,470	
Indirect Costs	580,488	152,430	130,642	580,488	152,430	130,642	580,488	152,430	130,642
Total Full Costs to Line (B) - Section III	3,804,659	677,955	361,553	4,379,623	1,978,105	554,372	4,379,623	2,415,299	556,551

SECTION III - SUMMARY

	GR	GITF	AEETF	GR	GITF	AEETF	GR	GITF	AEETF
TOTAL SECTION I (A)	-	751,453	347,378	-	845,939	423,730	-	892,777	425,909
TOTAL SECTION II (B)	3,804,659	677,955	361,553	4,379,623	1,978,105	554,372	4,379,623	2,415,299	556,551
TOTAL - Surplus/Deficit (C)	(3,804,659)	73,498	(14,175)	(4,379,623)	#####	(130,642)	(4,379,623)	#####	(130,642)

EXPLANATION of LINE C:

Expenditures in this document represent expenditures of the Bureau of Animal Disease Control. Our sole regulatory program is housed in this Bureau. The division is supported in its mission by the Bronson Animal Disease Diagnostic Laboratory which provides essential assistance through their animal disease testing and diagnostic programs. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases, which are diseases that can spread from animal to human, animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact public health in the event of a zoonotic disease epidemic. Current fees are reasonable as the objective is to encourage participation in the Division's disease surveillance and animal movement activities.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions Program:

Animal Disease Control

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

The Division of Animal Industry continues to achieve operational efficiencies through enhanced emergency response capabilities, including enhancing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues. Establishing and maintaining a close working relationship with partners in the Department of Health, Fish and Wildlife Commission, and the University of Florida, College of Veterinary Medicine has greatly improved our operational efficiencies and improved services in response to natural disasters such as hurricanes and to outbreaks of dangerous transmissible diseases.

The division continues to improve the technology across the field personnel by issuing smart phones and tablets to improve efficiencies in site visits and inspections. The tablets have allowed for the collection of electronic signatures onsite after the inspection and allows for electronic submission of required forms. This improvement is saving time and funds for printing, mailing and personnel work time by simply changing the process.

The division has automated one of the required permits issued to producers, the swine entry permit. Producers who receive these permits, no longer have to wait for the division office to be open to issue the permits. The producer can submit the request online and receive the required documentation for the permit issuance.

The division also has automated the collection, storage and processing of the Official Certificate of Veterinarian Inspection forms submitted to the division in paper and digital format. The new system allows the Records Unit to easily receive, sort, search and reject the certificates. The application allows the processing of the certificates to be streamlined to include the distribution requirement to state veterinarian's office throughout the United States.

The division amended the statute to remove the renewal fee and increase the renewal timeframe from 5 to 10 years for the Marks and Brands Program. Removing this fee and increasing the time between renewals will save the division work time and save the consumer money and time. The division will continue to identify forms that can be moved to electronic format for submission.

The division has also amended the Florida Administrative Rule, 5C-23, that removed the requirement of preliminary inspection of the Carcass Haulers in the state and provide inspection to those permitted to a complaint based system. This amendment has reduced the inspectors' time in scheduling the inspection and eliminating the multiple visitations to inspect all vehicles and trailers under each permit.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

Operational efficiencies have been implemented in an attempt to meet performance measures. A new maintenance plan has been developed and implemented to improve the care and readiness of the emergency response equipment; personnel in each of our 6 districts have been tasked with the new duties. Improvements have been made to our SART newsletter, the location and availability of all emergency response equipment within the state is clearly defined and updated throughout the year. The maintenance program will ensure that each piece of response equipment is well maintained thus avoiding the need for costly repairs that could easily exceed \$10,000 to \$15,000 if new equipment such as large trailers and generators had to be purchased due to lack of proper maintenance.

To continue to improve consistency and customer service, the division has taken a concentrated effort to update policies and standard operational procedures.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes. The primary beneficiaries of animal disease surveillance are the citizens of Florida, ensuring an available and safe food supply and protection from zoonotic diseases (diseases that can spread from animal to human), animal industries and the animal population. The Division of Animal Industry has experienced significant reduction in staff over the past 7 years as our programs have evolved. Our responsibilities have been expanded to include enhanced Emergency Response, including establishing a State Animal Response Team (SART), establishing partnerships with other entities to assist in emergency response efforts and coordinating county emergency response efforts as related to animal issues, responsibility for the Emergency Support Function (ESF)-17 at the State Emergency Operations Center (SEOC), increased assistance on animal cruelty/abuse investigations and significantly increased management of cooperative agreements and grants from a variety of federal entities. The responsibilities for enhanced animal disease surveillance and monitoring of animals introduced into the state that pose a risk of introducing diseases such as avian influenza, chronic wasting disease, contagious equine metritis, Equine Herpes Virus 1 (EHV-1),piroplasmiasis and tick surveillance have increased

significantly. These issues are all tied to our regulatory service, Introduction of Animals into the State, for the prevention, control, and eradication of Dangerous Transmissible Diseases of Animals.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

No. Fees charged are set and capped by statute and/or rule. As disease surveillance is our primary objective, it is incumbent on the division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. This surveillance for dangerous transmissible diseases generally does not benefit the individual animal owner, but enables regulatory controls to be implemented to prevent the spread of disease.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. Fees charged are set and capped by statute and/or rule. This program is one that protects the general public and has appropriated mostly General Revenue to continue its functions. As disease surveillance and control are our primary objectives, it is incumbent on the division to maintain fees at a reasonable level to encourage citizens, livestock owners, veterinarians, etc. to continue to participate in our surveillance activities. The primary beneficiaries of animal disease surveillance are the citizens of Florida (ensuring an available and safe food supply and protection from zoonotic diseases – diseases that can spread from animal to human), animal industries and the animal population, not the individual animal or animal owner. Without the cooperation of the individual animal owner, an undiagnosed zoonotic and/or foreign animal disease could be introduced into the state and destroy economic segments of the industry (Florida, nationally and internationally), and severely impact animal and public health in the event of a zoonotic disease epidemic. As an example, because of worldwide concerns related to avian influenza in birds and people, our division greatly expanded laboratory testing of domestic birds and wild birds. This was part of a nationwide and international effort to carry out surveillance for this very serious animal and public health threat.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state

standards by assessing a re-inspection fee if violations are found at initial inspection?

Current fees are reasonable as the objective is to encourage participation in the division's disease surveillance and animal movement activities.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

All other states carry out regulatory services and oversight of animal health of livestock and poultry. Without these functions being carried out in Florida, agricultural animal industries could not market their animals or products to other states, because of other state or federal restrictions. If producers were required to bear these additional costs, the competitive economic disadvantage would be so great that they could be expected to go out of business. Again, these regulatory measures serve to safeguard not the individual producer, but the animal industries as a whole and to protect animal and public health.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

The majority of the costs of our program are either Salaries and Benefits or facilities/fuel costs and other operating expenses. The division has a plan to reduce expenses by automating processes whenever possible. Each inspector has been issued a tablet that is capable of storing electronic forms and other documents, thus reducing the cost of paper and other printed materials. District supervisors have reviewed and mapped out the most efficient routes for inspectors to perform site inspections, resulting in reduced fuel and vehicle maintenance cost. Division staff also car pool when necessary to inspect a premise or facility that requires more than one inspector.

Schedule IA - Part II: Examination of Regulatory Fees

Department: **Agriculture and Consumer Services**

Regulatory Service to or Oversight of Business or Profession Program: **Animal Industry - Introduction of Animals Into the State**

Does Florida Statutes require the regulatory program to be financially self-sufficient? (Yes or No and F.S.): **No**

What percent of the regulatory cost is currently subsidized? (0 to 100%): **81%**

If the program is subsidized from other state funds, what is the source(s)? **General Revenue/Ag Emergency Trust Fund**

What is the current annual amount of the subsidy? **\$4,229,127**

Service/Product Regulated	Specific Fee Title	Statutory Authority for Fee	Maximum Fee Authorized (cap)	Year of Last Statutory Revision to Fee	Is Fee Set by Rule? (Yes or No)	Current Fee Assessed	Fund Fee Deposited in (indicate General Revenue or Specific Trust Fund)
Introduction of Animals Into the State	Transfer of ownership of mark or brand	534.051	\$10	2017	No	\$10	General Inspection Trust Fund
	Recording of marks or brands	534.021	\$10	2017	No	\$10	
Introduction of Animals Into the State	5C-4, Animal Health Regulations for Exhibition						General Inspection Trust Fund
	Equine Interstate Passport Card (DACS-09207) Application (DACS-09219)	585.002(5)	\$200	2006	Yes	\$15; \$5	
	Negative EIA Test Verification Card (DACS-09160) Application (DACS-09206)	585.002(5)	\$200	2006	Yes	\$5	
	Equine Event Extension (A Permit)(DACS-09051)	585.002(5)	\$200	2006	Yes	\$10; \$5	
Introduction of Animals Into the State	5C-11, Swine Garbage Feeding						General Inspection Trust Fund
	Application for Permit to Feed Garbage to Swine (AI-15/DACS-09015)	585.002(5)	\$200	2002	Yes	\$50, \$100, \$150, \$200	
Introduction of Animals Into the State	5C-18, Equine Infectious Anemia						General Inspection Trust Fund
	Request for a permit to conduct EIA tests	585.002(5)	\$200	1999	Yes	\$50	
	Request for approved quarantine premises	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-22, Contagious Equine Metritis						General Inspection Trust Fund
	Request for inspection for approval as a quarantine facility	585.002(5)	\$200	1993	Yes	\$150; \$100	
	Entry of horse into CEM testing/treatment program	585.002(5)	\$1,500	1993	Yes	\$1,250; \$750	
Introduction of Animals Into the State	5C-23, Transporting Animal Carcasses/Refuse						General Inspection Trust Fund
	Application and Permit to Transport Animal Carcasses/Refuse (DACS-09056)	585.002(5)	\$200	1999	Yes	\$200	
Introduction of Animals Into the State	5C-24, Schedule of Fees for Services						General Inspection Trust Fund
	Official Certificate of Veterinary Inspection (OCVI) (DACS-09000)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Equine (DACS-09002)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	VS Form 9-3	585.002(5)	\$200	1999, 2002	Yes	\$50	
	OCVI Avian (DACS-09023)	585.002(5)	\$200	1999, 2002	Yes	\$100	
	Special Individual	585.002(5)	\$200	1999, 2002	Yes	\$30	
	OCVI Dog Cat Movement (DACS-09085)	585.002(5)	\$200	1999, 2002	Yes	\$65	
	OCVI Dog Cat Sale (DACS-09086)	585.002(5)	\$200	1999, 2002	Yes	\$65	

**STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**DIVISION OF PLANT PEST AND DISEASE CONTROL
42170600**

EXHIBITS AND SCHEDULES

**LEGISLATIVE BUDGET REQUEST
2019 - 2020**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42170600 Apiary Inspection
Fund: 1000, 2261, 2360, 2507 General Revenue, Federal Grants TF, Ag Emergency Eradication TF, Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: To help support the inspection and certification of honeybee colonies in order to maintain a healthy Apiary Industry.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2017 - 18				ESTIMATED FY 2018 - 19				REQUEST FY 2019 - 20			
	GR	FGTF	AEETF	PITF	GR	FGTF	AEETF	PITF	GR	FGTF	AEETF	PITF
Receipts:												
Apiary Registration Fees				92,291				103,827				116,805
Special Inspections - Apiary				30,686				24,141				27,158
Stock Dealer Registration Fees				233,187				247,107				244,883
U.S. Grants		98,164				81,600				74,700		
Total Fee Collection to Line (A) - Section I	-	98,164	-	356,164	-	81,600	-	375,075	-	74,700	-	388,846

SECTION II - FULL COSTS

	ACTUAL FY 2017 - 18				ESTIMATED FY 2018 - 19				REQUEST FY 2019 - 20			
	GR	FGTF	AEETF	PITF	GR	FGTF	AEETF	PITF	GR	FGTF	AEETF	PITF
Direct Costs:												
Salaries and Benefits		63,779	510,323			53,864	512,112			49,092	532,112	
Other Personal Services	1,969			28,912				61,935				65,935
Expenses	16,846	31,335		23,027	17,214	25,813		24,203	18,214	23,684		27,203
Contracted Services	541	300	103,640		454		105,000		754		105,000	
Operating Capital Outlay				1,703				20,000				
Human Resource Assessment			57	1,655			57	1,655			57	1,655
OATS Assessment	43,907	2,750	100,590	169,129		1,924	144,497	169,129		1,924	134,497	159,129
Refund State Revenues				635				235				235
Indirect Costs Charged to Trust Fund												
Total Full Costs to Line (B) - Section II	63,261	98,164	714,610	225,061	17,668	81,600	761,666	277,158	18,968	74,700	771,666	254,158

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	98,164	-	356,164	-	81,600	-	375,075	-	74,700	-	388,846
TOTAL SECTION II	(B)	63,261	98,164	714,610	225,061	17,668	81,600	761,666	277,158	18,968	74,700	771,666	254,158
TOTAL - Surplus/Deficit	(C)	(63,261)	-	(714,610)	131,103	(17,668)	-	(761,666)	97,918	(18,968)	-	(771,666)	134,688

EXPLANATION of LINE C:

The registration and inspection fees that are collected are not sufficient to cover actual program costs. However, the actual costs incurred are insignificant in comparison to the service rendered and its impact on Florida's public and economic health. If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans and other minor agricultural crops, and crops produced by home gardeners, this is the partial value of honey bees, as all of these crops need pollen transferred from one flower to the other for this pollination and fertilization to produce a marketable crop. The industry is under considerable financial pressure from imported honey, low pollination fees and ever increasing overheads, and cannot shoulder additional costs directly. The contribution of our Africanized Honey Bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts and other is a PUBLIC SAFETY SERVICE. Raising fees sufficiently to cover these program costs would require so high an assessment from the industry as to damage its competitive position with similar entities in other states.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumers Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Apiary Inspection

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Operating within budget constraints, we have continued to maintain our priority regulatory registration, inspection and compliance agreements and monitoring Africanized honey bee (AHB) oversight responsibilities. We have experienced over 670% growth in registered beekeepers since 2005, approaching 4,500 registered beekeepers and approximately 512,000 colonies. Best management requirements (BMRs) under direction 5B-54.0105 The Beekeeper Compliance Agreement – Best Management Requirements for Maintaining European Honeybee Colonies (FDACS-08492, revised 09/13) have been instituted, which requires a site visit by apiary field inspectors to verify beekeeper compliance and analyzing of honey bee samples in the Apiary identification laboratory in Gainesville without an increase in staffing. Apiary field supervisors and field staff have been trained to give public, organizational, state and community presentations on a variety of honey bee topics including, but not limited to, the aggressive defensive behavior of Africanized honey bee and honey bee health issues.

Apiary services to all Florida's consumers have increased significantly without additional resources being required; however, there is now extremely limited flexibility to meet any additional demands without increasing resources. In terms of costs to run the program, we continue to improve our use of computer and associated technologies to achieve greater efficiencies.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

The bottleneck that has resulted in diminished efficiencies occurs in the Division's USDA-Certified Africanized Honey Bee Identification Laboratory. The growing presence and spread of AHB in Florida and the concerns throughout the Southeast have taxed the AHB ID Laboratory. These concerns have resulted in dozens of samples being submitted for USDA-ID and FABIS (Fast Africanized Honey Bee Identification System) for processing from public, private, governmental and industry groups in Florida, plus from other Departments of Agriculture in sister states in the Southeast.

We continue to gain efficiencies by training select apiary inspectors in the most labor intensive aspects of the AHB morphometric identification which is preparing submitted samples. Sample preparation requires dissection and mounting of selected honey bee body structures on microscope slides.

A new initiative in pilot testing is having apiary inspectors certify, in a prescribed window of time, if honey bee colonies are behaviorally manageable or not. If not, a sample is collected for further analysis. This initiative will track sample quantity change over time in the AHB ID Laboratory.

A pilot 'Mobile Office Computing' project has been started to explore the use of existing wireless technology to free apiary field inspectors from being anchored to fixed office locations. The goal is to give the inspectors the ability to use their vehicles as mobile offices to record regulatory data as well as distribute registration documents, inspection reports and a variety of other documents directly to the consumer in real time. This initiative should also allow field inspectors to electronically submit certificates, permits and similar documents/reports to Gainesville for immediate processing—without having to return to an office. This will reduce overhead costs and time needed to access those fixed resources. The successful implementation of this project will result in definable efficiencies in time and resources and increased value to our consumer base, helping to reduce postage and fuel cost.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Honey bees are the foundational pollinator species for successful agricultural production of many fruits, vegetables and berry crops in Florida. Under the guidance of the Presidential Memorandum -- Creating a Federal Strategy to Promote the Health of Honey Bees and Other Pollinators, Florida is among the leading agencies on Managed Pollinator Protection Plans (MP3). Without a healthy and vibrant apiculture industry, the production of citrus, vegetables, watermelons, strawberries, blueberries and many other crops would suffer from lack of pollination that allows a fruit, melon vegetable or berry to form. Without pollination there is no crop and no agriculture business revenue. Estimates from the Division of Marketing place the value of Florida agricultural crops dependent on honey bees for pollination at \$1.4 billion. If growers lose their markets they rarely regain them due to extreme market competition.

Africanized honey bees, the extremely defensive and aggressive relative of the gentle, managed European honey bee, are increasing their presence in Florida. Florida has lost livestock, pets and wildlife as a result of mass stinging events. Dozens of citizens have sought emergency medical attention from non-fatal stinging encounters with Africanized honey bees. In 2008, Florida experienced its first human fatality from an African swarm attack in the Kissimmee area. The Division of Plant Industry (DPI) tracks the movement and spread of these dangerous insects by monitoring and maintaining over 200 Africanized honey bee

traps in the state of Florida. DPI maintains the only USDA-Certified Africanized Honey Bee Identification personnel in the Southeast.

This regulatory activity should continue at its current level at a minimum. Expansion in the future is highly advised due to the increasing spread of the Africanized honey bee which negatively affects Florida agriculture and public safety. The regulatory duties conducted by the division minimize the impacts of many serious pests and diseases of honey bees and helps ensure a safe and healthy agriculture industry.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The fees for registration are established and capped by Chapter 586.045 (3), F.S., at \$100 and do not cover the cost of the regulatory oversight. Special inspection fees, as established by rule, cover the cost of providing the special regulatory service. The division is prohibited from charging special inspection fees in excess of the cost to provide the service. We are in the process of restructuring our registration fees which will increase revenues.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

No. The registration and inspection fees that are collected are insignificant in comparison to the services rendered. The industry is under considerable financial pressure from imported honey, low pollination fees, colony collapse disorder and ever-increasing overheads, and cannot shoulder additional direct costs.

The contribution of our Africanized honey bee activities for all of Florida's citizens, tourists, guests, outdoor enthusiasts, and others is an essential public safety service. Education and outreach efforts to prevent more human fatalities in Florida are our ultimate concern.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the apiculture industry is regulated by fees, there is no difference between types of consumers or services, except the number of colonies managed, that we provide as a value for consumers. The fees do not reflect the amount of time and resources that are expended on our regulatory or public safety efforts. However, the low fees do help the apiculture industry remain compliant with state standards.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

If one calculates the value of all citrus, watermelons, strawberries, blueberries, squash, cucumber, avocado, lychee, longans, and other commercial agricultural crops, and crops produced by home gardeners, it would only reflect the partial value of honey bees, as all of these crops need pollen transferred from one flower to another in order for this pollination and fertilization to produce a marketable crop. These figures can be calculated because of the presence of healthy honey bee colonies that are the result of an active, knowledgeable, and consumer-oriented Apiary Inspection Section.

Apiary inspection is also about detecting established pests and diseases as well as exotic ones. Inspection is an essential tool for early detection and subsequent early response which helps keep impact costs lower.

Surveying, training, and educational outreach efforts through and with the Africanized Honey Bee Working Group and the African Honey Bee Inter-Agency Coordination Group helps alert all segments of the state to the AHB situation and provides appropriate awareness and helps ensure proper planning. Public safety and the value of human life are incalculable.

Raising fees sufficiently to cover these program costs would require so high an assessment from the industry that it would damage its competitive position with similar entities in other states. On average, it costs \$1.65 to produce one pound of honey in Florida. These costs are directly attributed to control of varroa mite and small hive beetle. NASS statistics for 2015 show 11.9 million pounds of honey produced in Florida. This translates to over \$19.6 million in production costs for honey producers and revenue of over \$23.404 million for honey sales in Florida. The same costs would be incurred by commercial beekeepers participating in a fee-based pollination business model.

The importance of managed honey bees to Florida agriculture is simple to substantiate. Honey bees can pollinate efficiently within an approximate 2-3 mile radius of their colony. In the process of collecting pollen, many different types and varieties of plants are pollinated allowing them to produce the fruits, nuts, berries and seeds that feed Florida wildlife such as deer, turkeys, song birds, migratory birds, and even fish. The value of these resources is immense if not priceless.

The presence of healthy honey bees in Florida is essential to the safety and supply of our food as well as the safety of our people and livestock at the state and national level.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

Honey bees provide benefits that only they can provide in the form of pollination. Without pollination, many segments of Florida agriculture would experience an irrecoverable loss in revenue from the decrease in production. Honey bees also provide free pollination in Florida's natural environment, producing the fruits, nuts and berries that feed all segments of Florida wildlife. Managed honey bee colonies minimize the risk of AHB stinging incidents that result in severe incapacitation or death in humans and livestock.

There is no reasonable plan that can substitute for the benefits that a healthy and managed honey bee industry receives through apiary inspection for pests, parasites and diseases.

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 42 Agriculture and Consumer Services **Budget Period: 2019-20**
Program: 42170600 Citrus Budwood
Fund: 2093 Citrus Inspection TF, 2261 Federal Grant TF, 2507 Plant Industry TF
Specific Authority: Ch 581.021.14, F.S.
Purpose of Fees Collected: Specialized pathogen testing on citrus budwood and the distribution and preservation of clean budwood stock.

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)

- Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
 Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL FY 2017 - 18				ESTIMATED FY 2018 - 19				REQUEST FY 2019 - 20			
	GR	CITF	FGTF	PITF	GR	CITF	FGTF	PITF	GR	CITF	FGTF	PITF
Receipts:												
Citrus Budwood Fees				164,311		250,000		162,750		250,000		155,395
Biomass Permit Application Fees				25								
U.S. Grants			573,721				725,248				523,520	
Refunds - Prior Year Expenditures				888								
Total Fee Collection to Line (A) - Section II	-	-	573,721	165,223	-	250,000	725,248	162,750	-	250,000	523,520	155,395

SECTION II - FULL COSTS

Direct Costs:	ACTUAL FY 2017 - 18				ESTIMATED FY 2018 - 19				REQUEST FY 2019 - 20			
	GR	CITF	FGTF	PITF	GR	CITF	FGTF	PITF	GR	CITF	FGTF	PITF
Salaries and Benefits	9,290	221,829	8,370		8,857	408,456	93,771		16,937	408,456	45,931	
Other Personal Services												
Expenses	1,038		14,089	579	1,045		43,943	2,712	1,085		48,214	3,012
Contracted Services	36		151,549	594	995		31,019	1,000	1,005		100,000	1,000
Operating Capital Outlay			5,918				36,500					
Human Resource Assessment		8,290				8,290				8,290		
Citrus Health Response			420,496				520,015				329,375	
OATS Assessment	5,369							5,369				5,369
Indirect Costs Charged to Trust Fund												
Total Full Costs to Line (B) - Section III	15,733	230,119	600,421	1,173	10,897	416,746	725,248	9,081	19,027	416,746	523,520	9,381

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	573,721	165,223	-	250,000	725,248	162,750	-	250,000	523,520	155,395
TOTAL SECTION II	(B)	15,733	230,119	600,421	1,173	10,897	416,746	725,248	9,081	19,027	416,746	523,520	9,381
TOTAL - Surplus/Deficit	(C)	(15,733)	(230,119)	(26,700)	164,050	(10,897)	(166,746)	-	153,669	(19,027)	(166,746)	-	146,014

EXPLANATION of LINE C:

Although the fees have historically been sufficient to cover both direct and indirect costs, the recent detrimental effects of citrus greening and citrus canker on the citrus industry has reduced fresh fruit yield significantly. This pervasive problem is affecting the revenue streams of this and other citrus-related fee programs.

Schedule IA - Part I: Examination of Regulatory Fees

Department: Agriculture and Consumer Services

Regulatory Service to or Oversight of Businesses or Professions

Program: Citrus Budwood Registration

1. What recent operational efficiencies have been achieved to either decrease costs or improve services? If costs have been reduced, how much money has been saved during the fiscal year?

Streamlining of real-time polymerase chain reaction (qPCR) testing procedures over the past several years has yielded ongoing savings in both consumables and reagents, and in lab technician handling time. Implementation of robotic pipeting continues to improve lab efficiency, and reduce the risks of error and repetitive motion injury.

Maintaining service contracts for the real-time PCR machines in the laboratory has reduced the unpredictability of repair and maintenance costs, and has provided insurance against equipment failure which would result in serious loss of productivity.

2. What additional operational efficiencies are planned? What are the estimated savings associated with these efficiencies during the next fiscal year?

We continue to look for ways to streamline operations and increase efficiency. We routinely research new alternatives to expensive consumables, and seek special pricing for bulk purchases, especially for items we use frequently. For example, we have recently switched laboratory glove providers, to a vendor who provides samples to try, a more competitive price, and free shipping. We also discovered a small online seller of the surgical instruments that are used for our delicate shoot-tip grafting process. After some paperwork to get them registered as a state-approved vendor, we were able to purchase several new complete sets of instruments for the expanded Budwood facilities, at less than half of our previous cost. While these vendor-change savings may seem small, they add up to help us conserve state resources.

3. Is the regulatory activity an appropriate function that the agency should continue at its current level?

Yes, citrus industry stakeholder groups and industry task forces have expressed that clean budwood is critical to the survival of the industry in dealing with citrus greening and other endemic and exotic graft-transmissible diseases of citrus.

The specialized pathogen testing provided by this agency is not available to individual growers through the private sector and distribution and preservation of

clean stock has to be centralized and made available to all stakeholders. There is no other agency or program in either the governmental or private realm that provides these services.

4. Are the fees charged for the regulatory service or oversight to businesses or professions based on revenue projections that are prepared using generally accepted governmental accounting procedures or official estimates by the Revenue Estimating Conference, if applicable?

The citrus budwood regulation fees are established and capped by Chapter 581.031.14 (d), F.S., at \$5. Program fees cover the registration costs of source trees, but not other program fees as the Division is prohibited from charging fees above actual expenses for services rendered.

The majority of the program's budget is funded by a citrus inspection box tax on the Citrus Industry. This fee is collected by the Division of Fruits and Vegetables and transferred to the Division of Plant Industry to cover the major portion of our expenses.

5. Are the fees charged for the regulatory service or oversight to businesses or professions adequate to cover both direct and indirect costs of providing the regulatory service or oversight?

Although the fees have historically been sufficient to cover both direct and indirect costs, the recent detrimental effects of citrus greening and citrus canker on the citrus industry has reduced fresh fruit yield significantly. This pervasive problem is affecting the revenue streams of this and other citrus-related fee programs. The Department is requesting \$1.2 million in general revenue for FY19-20 to cover the shortage. Additionally, the Department is investigating the fee structure to determine if raising the fees currently charged is feasible.

6. Are the fees charged for the regulatory service or oversight to businesses or professions reasonable and do they take into account differences between the types of professions or businesses that are regulated? For example, do fees reflect the amount of time required to conduct inspections by using a sliding scale for annual fees based on the size of the regulated business; or do fees provide a financial incentive for regulated entities to maintain compliance with state standards by assessing a re-inspection fee if violations are found at initial inspection?

Since only one type of entity or portion of the citrus industry is regulated by this citrus budwood registration fee, there is no difference between the types of customers or services that we provide and a consistent fee is reasonable and well-received by the customers. The annual source tree registration fees reflect an amount of time and input into indexing practices for plant pathogens that require a set amount of inputs that can be applied to all end users equally as each tree is

required to have the same tests; therefore, the cost of services is determined by the customer's number of trees requiring registration. Nurseries with large numbers of source trees paid more than nurseries with a smaller number of source trees. Re-inspection is not an issue as graft-transmissible pathogen positive or negative results determine tree status and the fee covers testing costs that are required regardless if a pathogen is determined to be present or not.

The majority of the budwood program is covered by a citrus industry fruit tax that is assessed on each box of fruit harvested. This tax is assessed fairly because it is applied on each box of citrus that is harvested. The taxes collected are deposited into the Citrus Inspection Trust Fund and then appropriated to the Citrus Budwood Protection Program. The fee is considered fair and equitable as the Citrus Budwood Protection Program benefits all segments of the Florida citrus industry by providing high quality citrus propagation stock to all parties.

7. If the fees charged for the regulatory services or oversight to businesses or professions are **not** adequate to cover direct and indirect program costs provide either:
 - a) information regarding alternatives for realigning revenues or costs to make the regulatory service or program totally self-sufficient, including any statutory changes that are necessary to implement the alternative; or
 - b) demonstrate that the service or program provides substantial benefits to the public which justify a partial subsidy from other state funds, specifically describing the benefits to the general public (statements such as 'providing consumer benefits' or 'promoting health, safety and welfare' are not sufficient justification). For example, the program produces a range of benefits to the general public, including pollution reduction, wildlife preservation, and improved drinking water supply. Alternatively, the agency can demonstrate that requiring self-sufficiency would put the regulated entity at an unfair advantage. For example, raising fees sufficiently to cover program costs would require so high an assessment as to damage its competitive position with similar entities in other states.

One hundred percent of the program is funded from trust funds, the majority of which come from the Citrus Inspection Trust Fund (CITF). Funds deposited into the CITF are collected by the Division of Fruits and Vegetables from the Citrus Inspection Box Tax. This fee is assessed on each box of citrus fruit harvested in the state and a portion is used to cover the cost of the Citrus Budwood Registration Program.

8. If the regulatory program is not self-sufficient and provides a public benefit using state subsidization, please provide a plan for reducing the state subsidy.

N/A.

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2018-2019

Department: Agriculture and Consumer Services

Chief Internal Auditor: Nedra Harrington

Budget Entity: _____

Phone Number: (850) 245-1367

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
IA 1718-01	June 2017	Department's Cloud Information Resources	The audit results are confidential.	The department has implemented ,or is in the process of implementing, corrective action, where possible.	
IA 1718-02	December 31, 2016	Forestry Arson Alert Association, Inc.	<p>Finding: The Association’s bylaws state that “each board member shall have one vote.” Based on the OIG’s discussions with division personnel, it was determined that executive officers who are not also board members were allowed to vote during board meetings.</p> <p>Recommendation: The Association should exercise voting rights in accordance with the bylaws.</p> <p>Finding: Based on a review of the bylaws and discussions with division personnel, the OIG determined that revisions to the bylaws were approved during the board meeting held on January 23, 2015. The meeting minutes indicate that seven of the thirteen board members attended the meeting; therefore, a majority was present. However, the board’s review and subsequent approval of the revised bylaws were not referenced in the meeting minutes.</p> <p>Recommendation: The Association should ensure all actions taken at board meetings are documented in the meeting minutes.</p>	<p>The wording will be changed in the bylaws to allow executive officers to vote.</p> <p>A non-member of the board will assist with taking meeting notes and an audio record will be taken if a non-member is not available.</p>	
			<p>Finding: The Association’s coordinator collected, recorded, deposited and reconciled revenue. The coordinator also wrote and signed the checks for expenses incurred by the Association.</p> <p>Recommendation: The Association should endeavor to separate incompatible duties whenever staffing levels will allow.</p> <p>Finding: Based on the OIG’s review of the Fire Manual, we determined that the manual was revised in November 2015, but was not updated to include procedures to address the collection and transfer of donations received by the field unit.</p>	One program manager will perform the reconciliations and another will handle the accounting.	

		<p>Recommendation: The Association should develop specific procedures for the collection and transfer of donations received by the field units. The procedures should address the restrictive endorsement of checks, physical security of funds while maintained in the field, the timeframe within which checks should be transferred to the coordinator, acceptable methods for mailing funds to the coordinator (e.g., U.S. Postal Service), and the email notifications that should be generated by the field unit and coordinator when sending and receiving funds, respectively.</p> <p>In addition, since the FFS program manager is responsible for performing quarterly reviews of the reconciliations performed by the coordinator, we recommend that the FFS program manager is copied on the email correspondence.</p>	<p>The revision is currently in process. The procedures will be updated by the next board meeting in January 2019.</p>	
		<p>Finding: During the audit, the OIG determined that the Association's coordinator routinely retained copies of donor checks because she believed it to be a requirement. The account numbers on the checks were not redacted, posing a risk that the payee's financial information could be compromised.</p>		
		<p>Recommendation: The Association should consider ending the practice of retaining copies of donor checks. If the Association establishes a legitimate need to retain a copy of the check, the account numbers should be redacted.</p> <p>Finding: For calendar year 2016, the Association processed 11 expenditures totaling \$2,063. For one of the expenditures, which totaled \$102, a receipt or invoice was not maintained.</p> <p>Recommendation: As recommended in the 2014 audit, the Association should ensure sufficient documentation is maintained to support all expenditures.</p> <p>Finding: The Association has a certificate of deposit (CD), savings account and checking account. There may be an opportunity for the Association to shift additional funds from the savings account into the CD to take advantage of the higher interest rate. Consideration should also be given to transferring additional funds to the checking account to avoid overdraft fees.</p> <p>Recommendation: The Association should reconsider transferring money from the savings account to the CD to take advantage of the higher interest rate offered on the CD. In addition, the Association should consider maintaining a higher balance in the checking account, or monitor the balance in the account more closely, to avoid overdraft fees.</p>	<p>The Association will no longer retain copies of checks unless account numbers have been redacted.</p> <p>The Association will maintain a copy of all receipts and invoices.</p> <p>The funds will remain in the savings account until a final decision is voted on at the next board meeting in January 2019.</p>	

IA 1718-03	February 9 through 20, 2017	Florida State Fair Authority - Attendance and Gate Admission Revenue	<p>Finding: Based on the OIG’s observations of bank operations, the bank tellers verified that the sellers turned in the amount of expected cash, however, the ticket office teller did not verify that the seller turned in the number of vouchers reflected on the seller’s report. Absent this additional verification, the expected cash could be understated if the vouchers recorded in the system were overstated.</p>	
			<p>Recommendation: Fair management should continue to ensure mandatory hands-on training is provided to new ticket office tellers, with training optional for returning tellers. In addition, the training should address balancing the seller’s activity to sales instead of cash.</p>	<p>Management will continue with the enhanced training including special sessions in January. The normal group training the weekend before the fair will also continue. For the 2018 Fair, the procedure for the tellers to balance the seller’s activity to both sales and cash will be implemented.</p>
			<p>Finding: Based on the observations of the OIG staff, on the first day the manual process was activated, the ticket office tellers appeared to be unsure of how to record and calculate the sales on the settlement report. It should be noted that the pre-fair training did not specifically address how to record or calculate sales when the manual process was utilized.</p> <p>Recommendation: Fair management should ensure the training provided to ticket office tellers include procedures for closing out sellers when sales occur utilizing the manual process.</p>	<p>While Fair management envisions that changes in processes for the 2018 Fair will minimize the potential for “manual days,” the tellers must be prepared for this contingency.</p>
			<p>Finding: To verify that the number of pre-activated armbands redeemed per the Funcard system agreed with the number of vouchers recorded on the settlement reports, the OIG staff requested a Funcard system report (the FunCard report would reflect the number of pre-activated armbands redeemed once the armband was scanned by the ride operator) and settlement reports for each person who was assigned pre-activated armbands. However, a comparison of the system to the settlement reports could not be performed for two reasons. First, for several days of the Fair, the Funcard system did not properly reflect the number of armbands redeemed. Second, the Fair’s Controller indicated that the settlement reports could not be located.</p>	
			<p>Recommendation: Fair management should ensure all settlement reports are maintained and accessible to substantiate bank activities.</p>	<p>While the use of pre-activated armbands will no longer occur for the 2018 Fair, the lost reports are a concern. The Controller and Bank Manager will relay to all bank personnel that records are not to be discarded unless they have written approval from the Controller.</p>
			<p>Finding: Based on the OIG staff’s observations, pre-activated armbands were stored on a counter in the banking area and not in a secured area.</p>	

			<p>Recommendation: Fair management should implement additional physical security controls to ensure all pre-activated armbands are sufficiently safeguarded.</p>	<p>The process for the 2018 Fair will convert to the pre-FunCard era. All armbands will be live and must be treated as cash. The armbands will be stored in the Vault room until bagged with cash and tickets and assigned to a seller.</p>
			<p>Finding: The Fair's Controller pre-activates armbands during the busiest times of the day. However, in some instances, an excessive number of armbands were pre-activated as compared to the armbands redeemed.</p> <p>Recommendation: Since pre-activated armbands require additional accountability and security controls, Fair management should consider utilizing redemption stations in lieu of pre-activated armbands whenever possible.</p>	<p>Fair management concurs and the changes being made to the midway operations will accomplish the task of eliminating all pre-activated armbands. Fair Management has already scheduled an increase in the use of redemption stations for the 2018 Fair.</p>
IA 1718-04	Fiscal Years 2013-2017	Enterprise - Inventory Tracking of Sensitive Property Items	<p>Finding: Although AP&P 3-4 requires all computers and printers to be tracked, the policy allows the divisions to determine the other items to designate as sensitive property that should be tracked. This has resulted in inconsistency among the divisions as to what should be tracked.</p>	
			<p>Recommendation: To gain more consistency among the divisions, the department should consider revising AP&P 3-4 to provide more explicit guidance as to the items that must be tracked. Factors that could be considered include the type of item and/or the item's cost.</p>	<p>The Division of Administration will remove the topic of sensitive property from AP&P 3-4 and draft a separate policy to provide more explicit guidance as to the items that must be tracked. A sensitive property inventory workgroup consisting of personnel from various divisions will be formed to discuss a standardized departmental approach for sensitive property. It is anticipated that the new policy will be approved by March 31, 2019.</p>
			<p>Finding: Only two of the ten divisions had developed a list to formalize items designated as sensitive property.</p> <p>Recommendation: The divisions should develop lists to formalize items that are designated sensitive property.</p>	<p>The divisions have or will develop lists to formalize items that are designated sensitive property.</p>
			<p>Finding: AP&P 3-4 requires the sensitive property record in the tracking system to include the "property identification number, description, division/bureau and/or organization code, name of the person responsible for the item, location and status. Many other data fields in Remedy such as cost, received date, PO or P-Card receipt number are not required in order to complete a sensitive property record. However, without the completion of these fields, or absent a separate mechanism to capture the information, the divisions may overlook recording sensitive property purchases and may not be able to verify a specific purchase has been recorded.</p>	

			<p>Recommendation: In addition to the data elements currently required for a sensitive property record, the department should consider revising AP&P 3-4 to also require completion of the cost, PO number and received date fields in the tracking system record, and that P-Card receipts be attached.</p>	<p>OATS is scheduled to implement the Cherwell Remedy application which will replace the current Remedy application in August 2018. Requiring additional data elements such as the cost, PO number and received date will need to be vetted and programmed into the new application. These changes must be made in conjunction with OATS and may require Project Management Office and Information Technology Governance approvals. The determination as to whether to require additional data elements and documentation will be made by March 31, 2019.</p>	
			<p>Findings: AP&P 3-4 states, “sensitive property items shall be inventoried annually in conjunction with the FLAIR property inventory by the respective division” to ensure items are properly accounted for as recorded in the property system. The OIG obtained documentation from five of the ten divisions to support that the sensitive property inventory was conducted and reconciled in 2016. The five remaining divisions either do not scan sensitive items during the annual inventory or do not reconcile if they do scan.</p> <p>AP&P 3-4 also states, “records in Remedy shall be updated to indicate the date the item was inventoried.” The “Annual Inventory Date” in Remedy is a manual input field and is burdensome to update for individual items. Of the 20,951 active items in Remedy, 18,163 or 86.7% carried a blank “Annual Inventory Date.”</p> <p>Recommendations: The department should revise AP&P 3-4 to require all divisions to not only conduct an annual inventory of sensitive property items in Remedy and Skills Manager, but to also conduct a reconciliation. Documentation should be maintained to meet records retention requirements.</p>	<p>The Division of Administration will incorporate the requirement for the performance of an annual inventory into the new sensitive property policy and draft a standard operating procedure for the reconciliation process.</p>	
			<p>The department should consider offering an alternative method of documenting the annual inventory date, such as printing the reconciliation report(s) which would be signed and dated by the individual performing the inventory.</p> <p>Findings: Division approval to dispose of the item had been obtained for 62 (94%) of 66 items reviewed. However, in two divisions, the individuals approving the disposals also had custody of the property and maintained Remedy records.</p> <p>Divisions are to send emails to OATS to update the “OATS Status” in Remedy when an item is disposed of. The OIG was provided the required emails for only 12 of the 66 items surplus.</p>	<p>Alternative methods for documenting the annual inventory date will also be addressed in the new policy.</p>	

			<p>Recommendations: The department should consider revising AP&P 3-4 to specify requirements for disposing of sensitive property to include:</p> <ul style="list-style-type: none"> • obtaining and documenting division approval to dispose of the item; • documenting the method of disposal; • documenting the date of disposal; • providing notification to OATS to update the “OATS Status” in Remedy; • notifying the individual responsible for updating the status in the tracking system; and • maintaining disposal documentation in accordance with records retention requirements. <p>An alternative to the requirement of notifying OATS to update the “OATS Status” in Remedy could be the implementation of an automated alert to OATS when the “Status” field is changed in Remedy.</p> <p>The department should revise AP&P 3-4 to provide specific requirements regarding the segregation of duties for tracking sensitive property.</p>	<p>The Division of Administration will incorporate the items specified, including the requirement for segregating incompatible duties, into the new sensitive property policy.</p>	
			<p>Finding: In accordance with AP&P 3-4, the divisions are responsible for ensuring any sensitive property not transferred to OATS and contains software or data is wiped clean to DOD standards. Examples given in the AP&P include cameras, security equipment and cell phones.</p> <p>The surplus items the OIG reviewed included a fax machine disposed of in a dumpster. The division deleted the numbers from the machine but was unsure whether it contained images of documents sent or received.</p> <p>Recommendation: The department should consider revising AP&P 3-4 to include additional examples of sensitive items that should be wiped clean prior to disposal, including fax machines.</p> <p>Finding: The surplus items also included six Garmin GPS devices, five of which were crushed prior to disposing in a dumpster. During research, the OIG learned that some Garmin GPS devices contain small amounts of mercury.</p> <p>Per DEP’s website, all mercury containing devices, including those from households and other residential buildings, are prohibited by law from being disposed of at any municipal solid waste disposal facility in Florida such as a landfill or solid waste incinerator.</p> <p>Recommendation: The department should revise AP&P 3-4 to ensure proper disposal methods are provided for sensitive property items, as appropriate.</p>	<p>The sensitive property inventory workgroup will discuss additional sensitive items that should be added to the new policy.</p> <p>The sensitive property inventory workgroup will discuss proper disposal methods for sensitive property and will incorporate results into the new policy, as appropriate.</p>	

		<p>Finding: AP&P 3-4 states, "If a sensitive item is stolen, if appropriate, the Property Custodian Delegate shall obtain a copy of the police report, denote the Remedy "Status" field as "Stolen," and scan/attach the copy of the police report to the property record within Remedy. The OIG reviewed a listing of all Remedy assets as of January 29, 2018, and identified 68 sensitive property items with an "OATS Status" of "Asset Reported Stolen".</p>	
		<p>The division believed one of the items was surplused rather than stolen. A police report was obtained for 18 (27%) of the remaining 67 items, various stolen property reports were completed for 9 (13%) of the items, and for 40 items (60%), the divisions were unable to produce documentation evidencing the item was stolen. None of the 18 police reports were attached to the property record in Remedy; however, a "Report of Lost or Missing Property" was attached to the record of two sensitive property items that were stolen.</p> <p>Recommendation: The department should revise AP&P 3-4 to clarify the circumstances for which it is appropriate for the division to obtain a police report when a sensitive property item is stolen. The policy should also specify under what circumstances, if any, the department's internal Stolen Property Report, FDACS 01098, can substitute for the police report. Regardless of the type of report used, the department should require that all stolen sensitive property be documented, and preferably attached to the associated record in Remedy.</p> <p>Findings: The OIG reviewed 111,530 expenditure transactions and identified 4,741 transactions containing sensitive property items. The OIG attempted to trace the purchases to the tracking system by using a PO number or P-Card receipt but was unsuccessful because of the 20,951 active items in Remedy, the PO number field contained a "0" or was left blank for 8,657 (41%) of the items and a P-Card receipt was attached for only 619 items.</p>	<p>The Division of Administration will incorporate the requirements for documenting stolen sensitive property into the new policy.</p>
		<p>Since the OIG could not trace each individual purchase to the associated record in Remedy, we attempted to trace the purchases in total to recordings in Remedy. However, this methodology proved unsuccessful due to several factors including when items were transferred to OATS for disposal, the division that purchased the item was replaced with OATS in the Remedy record. The OIG also determined 4,177 (88%) of the 4,741 transactions were made with a P-Card. Because there is no automated workflow or process that would alert the property recorder that an item was purchased with a P-Card, the potential is increased that the item may not be</p>	

		<p>We also determined that for five of the ten divisions that track sensitive items in addition to computers and printers, the DIO has some tracking responsibility, i.e., recording sensitive property, providing information to OATS to record, or coordinating with an assistant to record the item in Remedy. For these divisions, the DIO generally purchases IT equipment and is aware of the need to record the items in Remedy. If the purchaser is not the recorder, then the recorder must rely on purchasers, P-Card approvers, fiscal persons approving budget availability and, in some cases, the users to alert the recorder when a sensitive item is purchased.</p> <p>Recommendations: The department should revise AP&P 3-4 to include the requirement that a Remedy record include a PO number or that a P-Card receipt is attached</p> <p>The department should ensure that the original division or organization code is retained in the Remedy record for all sensitive items.</p> <p>The divisions should develop a process to ensure OATS is notified of all P-Card purchases for computers and printers.</p>	<p>The Division of Administration will assess the Cherwell Remedy application and make a determination as to whether to include the recommended data elements.</p> <p>The Division of Administration will discuss with OATS the ability to retain the original division or organization code in the Cherwell system.</p> <p>The divisions will develop a process to ensure OATS is notified of all P-Card purchases for computers and printers.</p>	
		<p>The divisions should develop a process to ensure that the division's property recorder is notified of all P-Card purchases for sensitive property items not recorded by OATS.</p>	<p>The divisions will develop a process to ensure that the division's property recorder is notified of all P-Card purchases for sensitive property items not recorded by OATS.</p>	

Fiscal Year 2019-20 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Agriculture and Consumer Service
 Agency Budget Officer/OPB Analyst Name: Derek Buchanan/ Stormie Knight

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
I. GENERAL																
1.1 Are Columns A01, A04, A05, A23, A24, A25, A36, A93, IA1, IA5, IA6, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDC or Web LBR Column Security)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDC)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
1.4 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature has been added to the LAS/PBS Web upload process that will require columns to be in the proper status before uploading to the portal.																
2. EXHIBIT A (EADR, EXA)																
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 29)? Do they clearly describe the issue?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)																
3.1 Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Generally look for and be able to fully explain significant differences between A02 and A03.																
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.																

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.																
4. EXHIBIT D (EADR, EXD)																
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.																
5. EXHIBIT D-1 (ED1R, EXD1)																
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.																
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.																
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2017-18 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.																
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level.																
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)																
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.																
7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)																
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 29 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 67 through 69 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 72 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 95 and 96 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #19-002?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.15 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	NJ	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.16 Do the issue codes relating to special salary and benefits issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 28 and 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.17 Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXXC) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0, 30010C0, 33011C0, 160E470, 160E480 or 55C01C0)?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.18 Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.19 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:																
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.23 Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.																

Action	Program or Service (Budget Entity Codes)																
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700	
TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 72 of the LBR Instructions.																	
TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.																	
TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).																	
TIP If an appropriation made in the FY 2018-19 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.																	
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)																	
8.1 Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	Y	N/A	N/A	N/A	Y	Y	Y	Y	N/A	Y	Y	Y	N/A	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.10 Are the statutory authority references correct?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.19 Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.20 Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.24 Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.25 Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.27 Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.28 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.29 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS:																
8.30 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.31 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I?(SCIR, SCIA - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.32 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SCIR, DEPT)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.33 Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8.34 Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!																
TIP Determine if the agency is scheduled for trust fund review. (See page 128 of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.																
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.																
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.																
9. SCHEDULE II (PSCR, SC2)																
AUDIT:																

Action	Program or Service (Budget Entity Codes)																
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700	
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 158 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/J	Y	Y
10. SCHEDULE III (PSCR, SC3)																	
10.1 Is the appropriate lapse amount applied? (See page 93 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 96 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)																	
11.1 Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIP If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), they will not appear in the Schedule IV.																	
12. SCHEDULE VIIIA (EADR, SC8A)																	
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
13. SCHEDULE VIIIB-1 (EADR, S8B1)																	
13.1 NOT REQUIRED FOR THIS YEAR																	
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)																	
14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
TIP Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.																	
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)																	
15.1 Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15.2 Are the priority narrative explanations adequate and do they follow the guidelines on pages 105-107 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15.3 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
AUDIT:																	
15.6 Do the issues net to zero at the department level?(GENR, LBR5)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see pages 108-112 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)																	
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)																	
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:																	
16.3 Does the FY 2017-18 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Rounding	Rounding	Y	Y	Rounding	Y	Y	Y	Y	Y	Y	Y	Y	Y	Rounding	Rounding	Rounding

Action	Program or Service (Budget Entity Codes)															
	42010100	42010200	42010300	42010400	42010600	42110400	42120100	42150200	42160100	42160200	42170100	42170200	42170300	42170500	42170600	42170700
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding	Rounding
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.																
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)																
17.1 Do exhibits and schedules comply with LBR Instructions (pages 113 through 155 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 131 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION																
TIP Review Section 6: Audits of the LBR Instructions (pages 157-159) for a list of audits and their descriptions.																
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.																
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)																
18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
18.5 Are the appropriate counties identified in the narrative?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	Y	Y	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.																
19. FLORIDA FISCAL PORTAL																
19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y