




Interoffice Memorandum

AGENDA ITEM

January 4, 2024

TO: Mayor Jerry Demings  
-AND-  
County Commissioners

THRU: Raul Pino, MD, MPH, Director  
Health Services Department 

FROM: Steve Harrison, Manager  
Mosquito Control Division  
**Contact: (407) 254-9169**

SUBJECT: Mosquito Control Memorandum of Understanding  
**Consent Agenda – January 23, 2024**

The Mosquito Control Division is requesting approval and execution of contract #30748 with the Florida Department of Agriculture and Consumer Services. The Division has had an annual contract with the State for the past 30 years. Under this contract, the Division agrees to comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Rule Chapter 5E-13, Florida Administrative Code of Conduct Arthropod/Mosquito Control and maintain State Certification.

**ACTION REQUESTED:** Approval and execution of Mosquito Control Memorandum of Understanding FDACS Contract# 30748 by and between the Florida Department of Agriculture and Consumer Services and Orange County Mosquito Control and authorization for the Mayor or designee to sign any future amendments to this agreement. No county match is required. **(Mosquito Control Division)**

Attachment

C: Danny Banks, Deputy County Administrator, County Administrator's Office  
John Goodrich, Deputy Director, Health Services Department



BCC Mtg. Date: January 23, 2024  
Florida Department of Agriculture and Consumer Services

**FDACS CONTRACT#  
30748**

**MOSQUITO CONTROL MEMORANDUM OF UNDERSTANDING**

**COMMISSIONER  
WILTON SIMPSON**

This AGREEMENT, made and entered into on January 23, 2024, by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, the DEPARTMENT, and **ORANGE COUNTY MOSQUITO CONTROL**, the DISTRICT, acting on behalf of Orange County Mosquito Control.

**TERM PERIOD:** Upon Execution to September 30, 2024

The DISTRICT agrees to comply with the requirements of Chapter 388, Florida Statutes, Section 215.97, Florida Statutes, and Rule Chapter 5E-13, Florida Administrative Code to conduct arthropod/mosquito control.

The DISTRICT shall:

- A. If the DISTRICT has state funds, they shall submit a monthly financial report to the DEPARTMENT on the form "Mosquito Control Monthly Report - State Funds" for State funds (FDACS-13650, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.
- B. Submit a monthly financial report to the DEPARTMENT on the form "Mosquito Control Monthly Report - Local Funds" for Local Funds (FDACS-13663, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.
- C. Submit a monthly pesticide activity report to the DEPARTMENT on the form "Mosquito Control Monthly Activity Report" (FDACS-13652, Rev. 07/13) no later than thirty days after the end of each month for October through August reports and no later than sixty days after the close of each fiscal year for September reports.

The designated contact for the DEPARTMENT is Rachel Matthews, Division of Agricultural Environmental Services, 3125 Conner Blvd, Suite E, Tallahassee, Florida 32399-1650, office number (850) 617-7911, email address [Rachel.Matthews@FDACS.gov](mailto:Rachel.Matthews@FDACS.gov).

The designated contact for the DISTRICT is Steve Harrison, Director, and is located at Orange County Mosquito Control, 2715 Conroy Rd., Orlando, FL 32839.



Florida Department of Agriculture and Consumer Services

MOSQUITO CONTROL MEMORANDUM OF UNDERSTANDING

COMMISSIONER  
WILTON SIMPSON

Signed by parties to this agreement:

FLORIDA DEPARTMENT OF  
AGRICULTURE AND CONSUMER  
SERVICES

DISTRICT

*Jay B. Hicks*

Signature

Director of Administration

Title

12/14/2023

Date

*Ronald B. Brown*

Signature

County Administrator

Title

01/23/2024

Date



**Certificate Of Completion**

|  |                            |
|--|----------------------------|
| Envelope Id: 4A6F5E0820E14398883F8178289FC067  | Status: Sent               |
| Subject: Please DocuSign: FDACS CONTRACT# 30748 ORANGE COUNTY ARTHROPOD CONTROL MOSQUITO CONTROL |                            |
| Source Envelope:   |                            |
| Document Pages: 2  | Signatures: 1              |
| Certificate Pages: 5   | Initials: 0                |
| AutoNav: Enabled   | Envelope Originator:       |
| Enveloped Stamping: Enabled  | Joseph Duncan              |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)  | 407 South Calhoun Street   |
|  | Mayo Building, SB-8        |
|  | Tallahassee, FL 32399-0800 |
|  | Joseph.Duncan@fdacs.gov    |
|  | IP Address: 167.95.10.118  |

**Record Tracking**

|                                      |   |                    |
|--------------------------------------|---|--------------------|
| Status: Original                     | Holder: Joseph Duncan   | Location: DocuSign |
| December 13, 2023   16:15            | Joseph.Duncan@fdacs.gov                                       |                    |
| Security Appliance Status: Connected | Pool: StateLocal  |                    |
| Storage Appliance Status: Connected  | Pool: Florida Department of Agriculture and Consumer Services | Location: DocuSign |

**Signer Events**

Joey B. Hicks  
joey.hicks@fdacs.gov  
Director of ADministration  
Security Level: Email, Account Authentication (None)

**Signature**

*Joey B. Hicks*  
Signature Adoption: Pre-selected Style  
Using IP Address: 167.95.13.47

**Timestamp**

Sent: December 13, 2023 | 16:17  
Viewed: December 14, 2023 | 09:23  
Signed: December 14, 2023 | 09:23

**Electronic Record and Signature Disclosure:**  
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STEVE HARRISON  
STEVE.HARRISON@OCFL.NET  
Security Level: Email, Account Authentication (None)

Sent: December 14, 2023 | 09:23  
Viewed: December 14, 2023 | 10:16

**Electronic Record and Signature Disclosure:**  
Accepted: December 14, 2023 | 10:16  
ID: e93ec0a9-b55b-4b7c-b131-db79669ecd34

| In Person Signer Events      | Signature | Timestamp |
|------------------------------|-----------|-----------|
| Editor Delivery Events       | Status    | Timestamp |
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| Carbon Copy Events           | Status    | Timestamp |

Rachel Matthews  
rachel.matthews@fdacs.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: December 14, 2023 | 09:23

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

| Carbon Copy Events                                   | Status | Timestamp |
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| CONTRACTS  |        |           |
| Contracts@fdacs.gov                                  |        |           |
| Security Level: Email, Account Authentication (None) |        |           |
| <b>Electronic Record and Signature Disclosure:</b>   |        |           |
| Accepted: April 19, 2022   10:10                     |        |           |
| ID: 5695f407-15b9-4d70-aded-c5e1c7791665             |        |           |

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status           | Timestamps                |
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| Envelope Sent           | Hashed/Encrypted | December 13, 2023   16:17 |
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