



Coachella Valley
Mosquito and Vector
Control District

43420 Trader Place
Indio, CA 92201
Phone (760) 342-8287
www.cvmvcd.org

Budget Workshop

Tuesday, June 13, 2017

4:30 p.m.

AGENDA

Assistance for those with disabilities: If you have a disability and need accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangement can be made.

1. Call to Order
2. Roll Call
3. Public Comments
4. Overview/Discussion of Preliminary FY 2017/18 Budget
5. Trustee Comments
6. Adjournment

Certification of Posting

I certify that on June 8, 2017, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on June 8, 2017.

Crystal G. Moreno, Clerk of the Board

BUDGET SUMMARY

RESERVES

Beginning spendable Fund Balance for General Reserve is forecast to be \$11,660,556 the Thermal Remediation Fund is forecast to be \$449,422 and Equipment Replacement Fund is forecast \$957,906 total fund balance \$13,067,884.

	Estimated Beginning Balance July 1, 2017	Budgeted Changes in Fund Balance Increase/ (Decrease)	Estimated Ending Balance June 30, 2018
General Fund			
Committed Reserves:			
• Reserve for Public Health Emergency	3,328,774		3,328,774
Assigned Reserves:			
• Reserve for Operations	5,991,793		5,991,793
• Reserve for Future Healthcare Liabilities	1,299,864		1,299,864
• Reserve for Facility Capital Improvements	1,040,125	(200,000)	840,125
• Unassigned	0		0
	Total		
	11,660,556	(200,000)	11,460,555
Thermal Capital Fund			
Assigned Reserves			
• Thermal Remediation Fund	449,422	13,935	463,357
Capital Equipment Replacement Fund			
Assigned Reserves			
• Reserve for Vehicle Replacement	762,192	(435,008)	327,184
• Reserve for IT Replacement	195,714	21,792	217,506
	Total		
	957,906	(413,216)	544,690
	Total Fund Balance		
	13,067,884	(599,282)	12,468,602

REVENUE

For Fiscal Year (FY) 2017-18 the total operating revenue is forecast to increase to \$9,986,321 which is 7.5% higher than the estimated actual for Fiscal Year Ending (FYE) June 30, 2017 of \$9,289,049.

REVENUE	REVISED BUDGET 2016-2017	ESTIMATED ACTUAL 6/30/2017	% DIFFERENCE	PROPOSED BUDGET 2017-2018	% DIFFERENCE
PROPERTY TAXES CURRENT	7,789,222	7,704,362	-1.1%	8,177,183	6.1%
PROPERTY TAXES PRIOR	25,500	29,387	15.2%	25,500	-13.2%
INTEREST INCOME	50,000	65,241	30.5%	100,000	53.3%
MISCELLANEOUS	63,000	33,999	-45.0%	63,000	85.3%
BENEFIT ASSESSMENT	1,441,381	1,456,060	1.0%	1,620,638	11.3%
TOTAL	\$9,369,103	\$9,289,049	-0.9%	\$9,986,321	7.5%

REVENUE ASSUMPTION

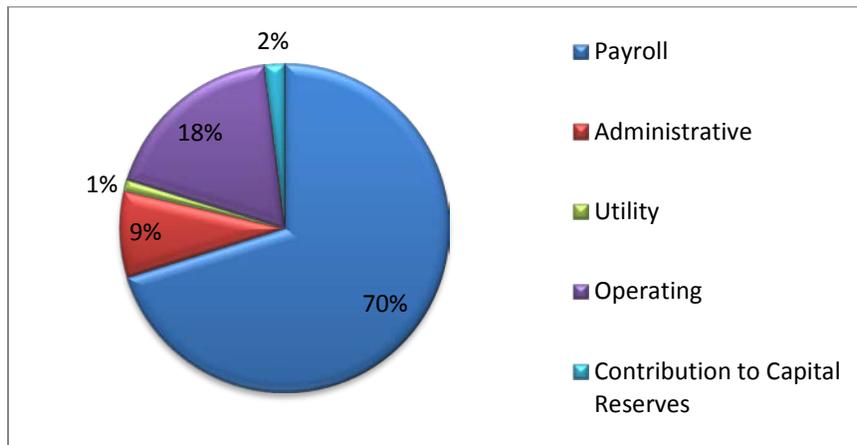
- Benefit Assessment rates increase \$1.06 per Single Family Equivalent (SFE) to \$10.21 per SFE, revenue per Engineers Report estimated to be \$1,620,638
- Property Tax Current to increase by 6.1 % in line with Assessors Valuation
- Interest revenue to increase 53% to \$100,000 because of higher interest yield (0.91% April & rising)
- Miscellaneous revenue includes \$16,000 estimated Calcard rebate, \$35,000 for USDA refund for expenses and \$12,000 for reimbursement for testing other mosquito & vector control districts' mosquito samples for WNV or SLE.

EXPENDITURE

Total Operating budget expenditure for FY2017-18 is forecast to be \$9,986,321 this is an 10.2 % increase over the estimated actual for FYE June 30, 2017. Variability factors that affect operating expenditures include mosquito abundance, disease presence and presence of invasive of species i.e *Aedes aegypti*. CPI increase for Los Angeles-Riverside-Orange County in March 2017 is 2.7 %.

Expenditure	Revised Budget 2016-2017	Estimated Actual 6/30/2017	% Difference	Proposed Budget 2017-2018	% Difference
Payroll	6,891,056	6,617,187	-4.0%	7,009,340	6.7%
Administrative	732,683	645,982	-11.8%	843,367	30.6%
Utility	130,400	125,212	-4.0%	116,300	-7.1%
Operating	1,614,965	1,628,298	0.8%	1,824,780	12.1%
Contribution to Capital Reserves	44,750	44,750	0	192,534	330.2%
Total Expenses & Transfers	\$9,413,854	\$9,061,429	-3.8%	\$9,986,321	10.2%

Expenditures are broken down into Payroll, Administrative, Utility, Operating and Contribution to Capital Reserves. Payroll costs, which account for 70 % of the budget, are projected to increase by 6.7 % over the estimated actual for FYE June 30, 2017. This increase includes District proposal for CSEA and Teamsters members.



Administrative expenditures are projected to increase by 30.6%, Utility to decrease by 7.1% and Operating Expenditure to rise 12.1% and Capital Replacement and Contribution to Capital Reserves increasing 330.2%.

EXPENDITURE ASSUMPTIONS:

Payroll Expenses

- All positions are filled except Environmental Biologist and Lead Supervisor
- Operations Manager position will be filled in upcoming fiscal year. Current Interim Operations Manager is planning to retire before July, Lead Supervisor is currently not filled but budgeted at 50%. Lead Supervisor position duties will be evaluated in upcoming fiscal year.
- Environmental Biologist position is not currently filled, this position and the duties for this position will be evaluated during the upcoming fiscal year. This position is not budgeted.
- Budget includes District proposal to CSEA and Teamster (currently Closed Session)
- CalPERS Employer Rate increase from 7.612% to 7.653%
- CalPERS employer payment of unfunded liability increased from \$98,586 to \$103,215
- Seasonal Worker Budget is \$167,800. This includes 8 workers in Operations for summer 2017, 6 for spring 2018 for RIFA, Eye Gnat and Fly control and 3 working in the lab conducting vector surveillance.

Administrative Expenses

- Property and liability insurance increased from estimated actual of \$95,402 to \$113,647.
- Workers compensation insurance increased from estimated actual of \$144,461 to \$252,350.
- Property and liability and workers compensation insurance estimated actuals include retrospective adjustment from prior years. FY2016-17 Deposit Premiums was \$370,035 FY2017-18 is \$365,997 this is a 1.1 % decrease. Retrospective adjustments are not calculated yet
- Professional Fees Administration Budget is \$50,000 is forecast to rise 35% over estimated actual of \$19,842. In FY2017-18 a facilitator will be hired to conduct a new strategic plan for the District estimated cost \$20,000 and as part of the existing strategic plan a District wide questionnaire will be conducted using an outside consultant, cost estimated to be \$10,000.
- Attorney Fees are set at \$50,000 which is 34.8 % over estimated actual, because of potential need for new electronic device policy development, participation in strategic planning process, and implementation of Board direction on Thermal and undeveloped Trader Place properties.

Utility Expenses

- Expenses are forecast to decrease 7.7% from \$125,212 to \$116,300 because cellphones are expensed in a different budget category.

Operating Expenses

- Operating expenses – assumption 2017/18 are projected to increase 12.1% to \$1,824,780 over estimated actual.
- IT Communications increased 43% over estimated actual. Cell phones previously expensed in Utility

- Lab Operating Supplies increased 34% over estimated actual. Expenses are budgeted that anticipate reimbursement from USDA
- Surveillance decreased 52%; a large number of mosquito traps were purchased and expensed in FY2016-17. This is not a recurring expense
- Staff Training CDPH required *live* (vs. webinar) CEU training will take place in FY2017-18 for all certified staff.
- Contract Services Fleet 58% over estimated actual. This is for the GPS service which was purchased half way through FY2016-17.
- Chemical Control Products decreased 5.8%; upcoming fiscal year is anticipating a similar season to FY2016-17. The decrease is the assumption that 3,600 acres of aerial larvicide of an area that is infested with *Aedes aegypti* is paid for by CDC grant.
- Contingency Expense of \$154,980

This amount is 10 % of the Operating Expenses minus the Research Budget. In FY2016-17 Operations expenses exceeded budget and a mid-year adjustment was made after receiving the VCJPA retrospective adjustment check. This expense is built into the budget in case there is a need to buy more equipment, chemicals or aerial services.

Red Imported Fire Ant (RIFA) Assumption

RIFA Control Products Habitats (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Country Clubs	4,250	4,400	5,134	4,052
Golf Courses	14,000	15,200	14,794	14,058
Resident	675	700	778	660
Parks	850	900	1003	842
Schools	1,000	1,000	931	962
Total Acreage	20,775	22,200	22,640	20,574

The discovery of *Aedes aegypti* in the Coachella Valley, has meant that Vector Technicians have had their responsibilities shifted away from large acreage RIFA control and instead their focus is more on detecting and controlling *Aedes* and traditional mosquito problems. Seasonal workers have been used in the RIFA program since the discovery of invasive *Aedes* to maintain level of service.

The proposed budget includes the purchasing of \$210,000 (30,000 pounds) worth of RIFA control product; this is a reduction of \$20,000 dollars (2,000 pounds of product from FY2016-17) due to projected inventory levels by end of FY2016-17.

Mosquito Control Larvicide Products Habitats (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Agriculture	650	550	636	527
Duck Club	1,500	1,500	1,521	1,477
Residential	450	300	468	268
Salton Sea Shoreline	800	750	838	696

Larvicide treatment is expected to be similar to 2016-17 estimated actual so budget has remained same.

Mosquito Control Adulticide Products (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Ground ULV – Culex	1,500	0	1,071	401
Ground ULV – Aedes	840	0	13,542	0

Ground ULV treatment in past fiscal year has been budgeted as a contingency item in reserves. Adulticide is primarily used during detection of increased levels of arbovirus and large adult mosquito populations as outlined in the Districts' emergency response plan. FY 2016-17 saw the advent of *Aedes aegypti* which resulted in over 13,542 acres of ground ULV application. Budget for adulticide product acreage is reduced due to change in response plan against invasive *Aedes* and the use of truck mounted ULV. Proposed budget acreage is based on a potential response to one *locally acquired* invasive *Aedes* arbovirus human case and traditional response to local *Culex* mosquito species (WNV and SLE vectors)

Aerial Applications:

- Aerial application in urban area increases slightly from 60,890 to \$63,000 because of variance in ferrying time to different infestation sites.

Aerial Applications (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Urban – Aerial Larvicide	9,000	14,300	11,540	0

The assumption for urban aerial larvicide is based on treating three areas of 500 acres 6 times each for a total of 9,000 acres CDC funds will be used for one area approximately 3,600 acres total area to be treated during the 2017-18 fiscal year to be 12,600 acres.

- Aerial Application Rural to increase \$12,036 over estimated actual to \$82,500 because of increased treatment of the Salton Sea Shoreline habitat is anticipated for FY2017-18.

Aerial Applications (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Rural – Aerial ULV	25,000	19,000	26,621	2,565

The assumption for rural aerial adulticide is based on aerial ULV treatments to Salton Sea area to reduce adult mosquito populations. 2016-17 season saw increased activity in SLE near the Salton Sea shoreline. Given above average rainfall this past winter, increase in mosquito population and arbovirus activity in the 2017 season is expected and need for adult control may necessary. Cost wise, proposed budget is \$82,500, this also includes rural aerial larvicide, this is a 17 % increase from 2016-17 season.

Aerial Larvicide Habitats (Acres)	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Duck Club	600	350	592	177
Salton Sea Shoreline	750	375	625	395

Rural aerial larvicide treatment is based on same assumption, increased rainfall, potential higher mosquito abundance and arbovirus activity. Salton Sea shoreline proposed acreage treatment is 20 %

higher than 2016-17 season because of the greater amount of standing water and receding sea, which will lead to expansion of wetlands from agriculture run-off.

- Research budget is set at \$120,000 to be in-line with estimated actual for FY 2016-17.

Contribution to Capital Reserves

This category includes capital equipment replacement planning, and future remediation planning

- Fund transfer from the General Fund of \$44,750 to Thermal Remediation Fund.

This is to fund the Districts' remediation obligation, which includes capping an area of the former headquarters with asphalt every 10 years.

- Fund transfer from the General Fund of \$79,992 to Vehicle Replacement Reserve

The amount to be transferred is the estimated depreciation expense for FY2016-17

- Fund transfer from the General Fund of \$67,792 to IT Replacement Reserve

The goal is to fund 50 % of IT Purchase cost over a 5 year period. The amount to be transferred is based on a 5 year schedule

CAPITAL BUDGET

Total capital budget for FY2017-18 is \$200,000 which includes capital improvements to the old operations laboratory which involving the server room relocation and replacing lab casework with office space. The server room relocation was deferred so that the project could include the new office space.

- Project IF33 – Server Room Relocation & Old Lab Office Reorganization - \$200,000

Capital Equipment Replacement budget totals \$581,000 which includes replacement of 17 vehicles, and computer equipment. These items are all funded from the accumulated reserves.

The Thermal Capital Facility Remediation Fund includes rental revenue of \$16,185 and a fund transfer from the General Fund of \$44,750 which will take the fund balance to \$463,357 by June 2018. The Thermal Budget includes capping an area of the property with asphalt, \$50,000 has been set aside for this.

BALANCED BUDGET

Operating budget expenditure including contingency planning and contribution to capital reserves is \$9,986,321, Capital Budget is \$200,000, total General Fund expenses plus transfers is \$10,186,321. Revenue is forecast to be \$9,986,321 leaving a transfer from General Fund of \$200,000 to balance budget. Beginning General Fund balance \$11,660,556 ending balance \$11,460,556.

Coachella Valley Mosquito and Vector Control District
GENERAL OPERATING BUDGET

DRAFT BUDGET

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
Beginning Spendable Fund Balance	11,660,556	11,272,861	11,483,328	11,835,452
REVENUES				
Property Taxes Current	8,177,183	7,789,222	7,704,362	7,382,028
Property Taxes Prior	25,500	25,500	29,387	28,135
Interest Income	100,000	50,000	65,241	67,304
Miscellaneous Revenue	63,000	63,000	33,999	23,450
*Benefit Assessment Income	1,620,638	1,441,381	1,456,060	955,039
TOTAL REVENUES	9,986,321	9,369,103	9,289,049	8,455,956
EXPENSES				
Payroll Expense				
5101 Payroll - Full Time	4,448,097	4,396,912	4,231,339	4,209,302
5102 Payroll - Seasonal	167,800	189,600	165,793	22,709
5103 Temporary Services	6,900	-	560	-
5105 Overtime Expenses	42,000	30,300	24,297	27,670
5150 CalPERS Employer Payment of Unfunded	103,215	98,586	95,099	95,055
5150 CalPERS State Retirement Expense	387,125	380,061	342,602	356,686
5155 Social Security Expense	286,090	278,282	264,949	263,722
5165 Medicare Expense	66,908	65,082	67,680	63,727
5170 Cafeteria Plan Expense	1,030,961	986,626	963,342	933,749
5172 Retiree Healthcare	342,420	342,420	342,236	318,355
5180 Deferred Compensation	93,154	93,291	83,397	91,811
5195 Unemployment Insurance	34,669	29,895	35,893	26,948
Total Payroll Expense	7,009,340	6,891,056	6,617,187	6,409,735
Administrative Expense				
5250 Tuition Reimbursement	15,000	20,000	16,858	8,456
5300 Employee Incentive	6,000	10,000	4,329	6,481
5301 Employee Support	4,000	4,000	4,129	4,744
5302 Wellness	2,500	5,000	438	275
5305 Employee Assistance Program	2,800	2,800	2,699	2,708
6000 Property & Liability Insurance	113,647	95,402	95,402	43,013
6001 Workers' Compensation Insurance	252,350	144,461	144,461	143,650
6050 Dues & Memberships	23,530	22,300	26,632	21,266
6060 Public Outreach Materials	22,600	22,300	23,210	9,022
6065 Recruitment/Advertising	4,000	4,000	2,721	6,539
6070 Office Supplies	17,900	15,200	17,582	14,614
6075 Postage	8,000	6,250	7,503	4,308
6080 Computer & Network Systems	5,000	5,400	4,099	6,617
6085 Bank Service Charges	200	200	64	154
6090 Local Agency Formation Commission	1,100	1,000	1,044	851
6095 Professional Fees				
Administration	50,000	30,000	19,842	52,916
Information Systems	2,000	3,500	373	2,338
District Wide	20,000	20,000	18,784	16,340
Surveillance	-	15,730	-	-
6100 Attorney Fees - General Counsel	50,000	60,000	32,606	50,189
6100 Attorney Fees - Labor Relations	20,000	20,000	20,000	8,947
6100 Attorney Fees - Personnel	10,000	10,000	8,543	8,774
6105 Legal Services - Abatement	1,000	-	-	-
6106 HR Risk Management	4,500	4,500	4,365	4,365
6110 Conference Expense				

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
GENERAL OPERATING BUDGET

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
MVCAC Committee Assignments	9,600	12,000	7,951	6,184
Annual Conference Expense	13,200	13,200	9,591	8,401
Trustee Travel	16,800	16,800	12,696	14,089
6115 Trustee In-Lieu Expense	13,200	13,200	13,200	12,500
6120 Trustee Support Expense	4,000	4,000	3,920	4,045
6130 Special Events				
6200 Meetings Expense	2,000	3,000	1,094	2,250
6210 Promotion & Education	20,000	20,000	17,449	21,783
6220 Public Outreach Advertising	40,000	40,000	35,398	36,817
6500 *Benefit Assessment Expense	88,440	88,440	89,000	88,768
Total Administrative Expense	843,367	732,683	645,982	611,403
Utility Expense				
6400 Utilities	105,000	105,000	102,020	99,221
6410 Telecommunications	11,300	25,400	23,191	13,678
Total Utility Expense	116,300	130,400	125,212	112,899
Operating Expense				
7000 Uniform Expense	24,450	19,775	22,114	19,651
7050 Safety Expense	20,550	20,050	19,833	26,417
7100 Physician Fees	5,000	10,000	1,248	4,093
7150 IT Communications	36,200	22,500	20,782	27,933
7200 Maintenance Supplies	4,000	3,500	4,511	3,728
7300 Building & Grounds Maintenance	42,000	50,000	45,981	44,163
7310 Calibration & Certification of Equipment	8,000	13,300	7,209	5,762
7350 Permits, Licenses & Fees	12,500	11,800	8,318	11,431
7400 Vehicle Maintenance & Repair	29,000	28,500	29,429	33,983
7420 Offsite Vehicle Maintenance & Repair	6,000	7,500	6,465	4,998
7450 Equipment Parts & Supplies	19,500	21,300	18,973	23,480
7500 Small Tools Expense	1,700	4,000	1,176	1,218
7550 Lab Operating Supplies	30,500	36,200	20,065	19,235
7570 Green Pool Surveillance	22,000	25,000	17,496	16,200
7575 Surveillance	38,500	50,900	58,556	35,178
7600 Staff Training				
State Certified Technician Fees	6,000	6,000	4,680	5,520
State Required CEU	6,550	3,750	333	4,905
Professional Development	47,650	50,650	34,430	40,773
7650 Equipment Rentals	1,000	1,000	1,030	1,018
7675 Contract Services	-	-	-	-
Administration	7,000	7,000	6,081	6,510
Information Systems	51,000	51,460	48,001	40,562
Fleet	17,700	15,300	7,392	
Facilities	69,400	72,400	68,216	85,536
Operations	6,000	6,000	4,374	4,957
Abatement	2,000	-	-	-
7700 Motor Fuel & Oils	68,200	73,200	58,069	70,344
7750 Ops Operating Supplies	9,400	7,500	8,514	6,989
7800 Control	-	-	-	-
Chemical Control	770,500	665,000	814,955	615,904
Physical Control	2,000	12,500	-	-
7850 Aerial Applications	-	-	-	42,758
Rural	82,500	50,400	70,464	-
Urban	63,000	75,280	60,890	-
8415 ^{06/06/17} Operating Equipment	35,000	33,200	39,471	30,750

Coachella Valley Mosquito and Vector Control District
GENERAL OPERATING BUDGET

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
8487 Furniture & Equipment	5,000	10,000	2,740	301
8510 Research Projects	120,000	150,000	116,504	133,564
9000 Contingency Expense	154,980			
Total Operating Expense	1,824,780	1,614,965	1,628,298	1,367,862
TOTAL EXPENSES	9,793,787	9,369,104	9,016,679	8,501,899
Contribution to Capital Reserves				
8900 Thermal Remediation Fund	44,750	44,750	44,750	44,750
8900 Vehicle Replacement	79,992			
8900 IT Replacement	67,792	-	-	-
Total Contribution to Capital Reserves	192,534	44,750	44,750	44,750
TOTAL EXPENSES & TRANSFERS	9,986,321	9,413,854	9,061,429	8,546,649
Operating Revenue Less Expenses, Transfers	0	(44,751)	227,621	(90,693)
CAPITAL BUDGET				
6095 Professional Fees	25,000	10,000	496	5,948
6100 Attorney Fees				
8415 Laboratory Equipment				
8415 Equipment Capital Outlay				
8463 Interior Equipment Upgrade	25,000	80,000	49,897	
8487 Facility Improvements	150,000	30,000	-	74,890
9000 Contingency Expense				
TOTAL CAPITAL EXPENSES	200,000	120,000	50,393	80,838
Total Transfer from Reserves	200,000	164,751	172,041	392,764
Operating Revenue Less Capital & Operating Expenses	(200,000)	(164,751)	177,228	(171,531)
TOTAL GENERAL FUND EXPENSES	10,186,321	9,533,854	9,111,822	8,627,487
Ending Spendable Fund Balance	11,460,556	11,108,110	11,660,556	11,663,921

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
Thermal Facility Remediation Fund

	<u>Proposed Budget 2017-2018</u>	<u>Revised Budget 2016-2017</u>	<u>Estimated Actual 6/30/2017</u>	<u>Actual 2015-2016</u>
Beginning Fund Balance	449,422	428,534	429,276	366,005
REVENUE				
Income from Lease	16,185	16,185	15,853	15,979
Interest	3,000	2,000	3,000	2,542
Transfers From Operating Budget				
Transfer From General Operating Fund	44,750	44,750	44,750	44,750
TOTAL REVENUE	63,935	62,935	63,603	63,272
EXPENSES				
Professional Fees			37,963	
Maintenance			5,494	
Capital	50,000			
TOTAL EXPENSES	50,000	-	43,457	-
Total Revenue Less Expense	13,935	62,935	20,146	63,272
Ending Fund Balance	463,357	491,469	449,422	429,276

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
Equipment Budget

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
Beginning Fund Balance	957,906	1,292,345	1,235,432	1,405,151
REVENUE				
	-	-	-	
Interest	7,000	4,000	7,000	7,384
Sale of Assets	18,000	18,000	-	
Misc.	-	-	-	
Transfers From Operating Budget IT	67,792	-	-	
Transfers From Operating Budget - Vehicles	79,992	-	-	
TOTAL REVENUE	172,784	22,000	7,000	7,384
EXPENSES				
8415 Capital Outlay - IT	26,000	12,000	88,845	12,626
8415 Capital Outlay - Public Outreach	15,000	5,000	228	
8415 Capital Outlay - Fleet	540,000	200,000	195,453	164,939
8463 Interior Equipment				
TOTAL EXPENSES	581,000	217,000	284,527	177,564
Total Revenue Less Expense	<u>(408,216)</u>	<u>(195,000)</u>	<u>(277,527)</u>	<u>(170,181)</u>
Ending Fund Balance	549,690	1,097,345	957,906	1,234,970

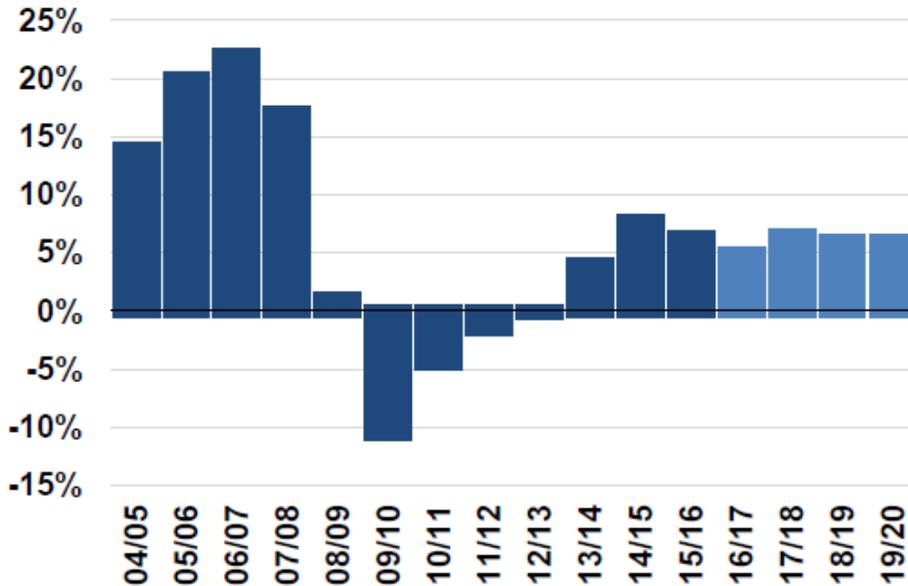
BUDGET 2017-18
REVENUE

The fiscal year runs from July 1, 2017, to June 30, 2018. The District receives revenues from property taxes and a special benefit assessment that are collected by the County of Riverside through homeowner property tax bills. These monies are assessed and collected each fiscal year according to the following property tax calendar:

Lien Date:	January 1
Levy Date:	July 1
Due Date:	November 1 – 1 st Installment February 1 – 2 nd Installment
Delinquent Date:	December 10 – 1 st Installment April 10 – 2 nd Installment

Prior to FY2012-13 the District’s three main sources of revenue were property taxes, redevelopment agency tax increment (formerly pass-through revenues), and the special benefit assessment. Revenue from property taxes is deposited directly to the County of Riverside Investment Pool until required, while the Benefit Assessment income is paid directly to the District. The Redevelopment Dissolution Act (ABX1 26) now sees tax increment income being distributed from the County rather than directly from redevelopment agencies. The main receipts of property tax and benefit assessment are distributed by the County of Riverside in January and May each year.

Annual Change in Assessed Value



Source of forward projections: Beacon Economics

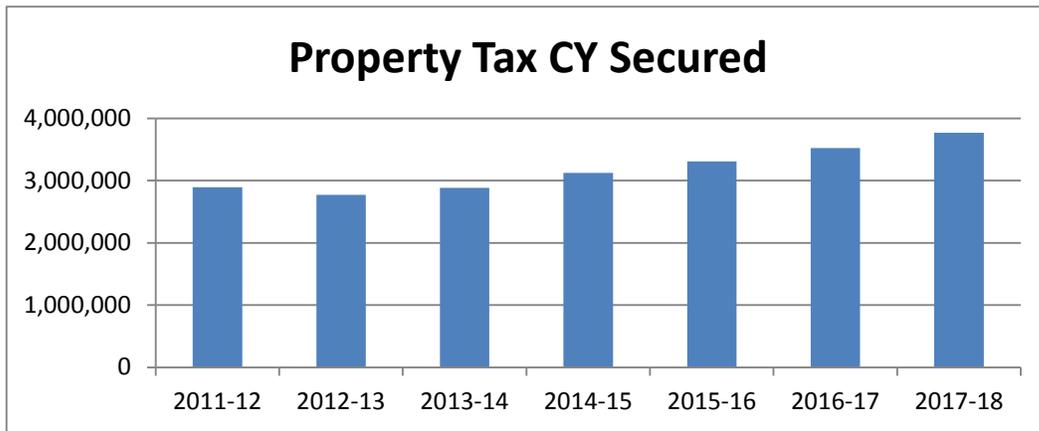
The amount of revenue the District receives is based on the assessed value of properties within the District’s boundaries. For FY2017-18 because of the local real estate market is rebounding from the slump of the last decade, the Riverside County Assessor’s Office is forecasting an increase of over 6% increase in assessed valuation which will result in increasing property tax and tax increment receipts.

REVENUE ASSUMPTIONS

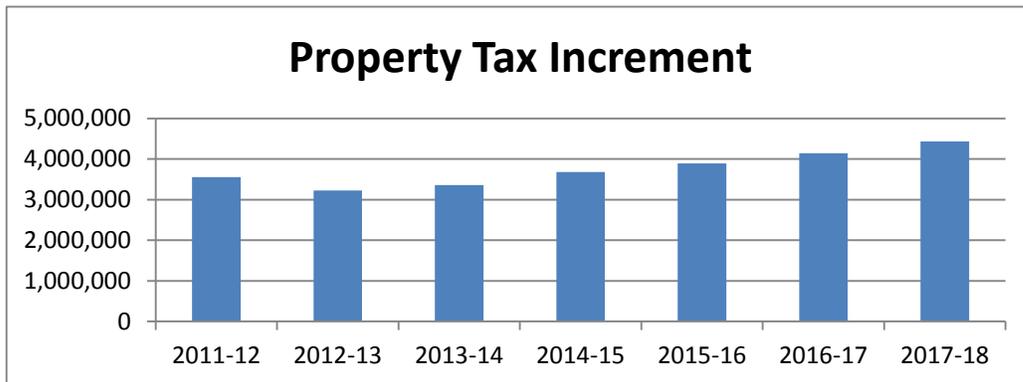
- **CURRENT PROPERTY TAX TO RISE BY 6.1 PERCENT BASED ON ASSESSOR’S OFFICE**
- **BENEFIT ASSESSMENT RATE SET AT \$10.21 PER SFE**
- **CURRENT PROPERTY TAX INCREMENT TO RISE BY 5 PERCENT**

SOURCES OF REVENUE

Property Tax - Current Secured: The ad valorem property tax income is the largest source of revenue for the District. According to Riverside County Assessor’s Office in FY2017-18 property taxes are forecast to increase by 5 percent over FY2016-17 totals.



Redevelopment Tax Increment: For FY2017-18 RDA tax increment is estimated to increase by 6.1 percent over FY2016-17 totals



Benefit Assessment Income: The District benefit assessment income was approved on July 26, 2005, and reflected in Board Resolution No. 2005-04. At that time it was granted

a maximum assessment rate of \$16 per single family home, increased each subsequent year by the Consumer Price Index-U for the Los Angeles-Riverside-Orange County area as of December of each succeeding year (the “CPI”), with a maximum annual adjustment not to exceed 3%. Should the annual CPI change exceed 3%, any percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 3%. Property owners approved the initial assessment, including the CPI adjustment schedule, allowing the assessment to be levied and adjusted annually by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. The Benefit Assessment was reduced by 36 percent in the FY2008-09 Budget to \$10.55 per single family home; this was further reduced to \$9.14 for FY2009-10. FY2010-11 was reduced to \$6.14; FY2011-12 was reduced to \$3.07. FY2012-13 remained at \$3.07. For FY2013-14, FY2014-15 and FY2015-16 the Board of Trustees set the Benefit Assessment rate at \$6.07 a single family equivalent (SFE); for FY2016-17 the Board raised the assessment to \$9.15. For FY2017-18 it is assumed that the Assessment rate will increase to \$10.21

REVENUE SUMMARY

Revenue	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Property Tax - Current	8,177,183	7,789,222	7,704,362	7,382,028
Property Tax - Prior	25,500	25,500	29,387	28,135
Interest Income	100,000	50,000	65,241	67,304
Miscellaneous Revenue	63,000	63,000	33,999	23,450
Benefit Assessment Income	1,620,638	1,441,381	1,456,060	955,039
Total Revenue	\$9,986,321	\$9,369,103	\$9,289,049	\$8,455,956

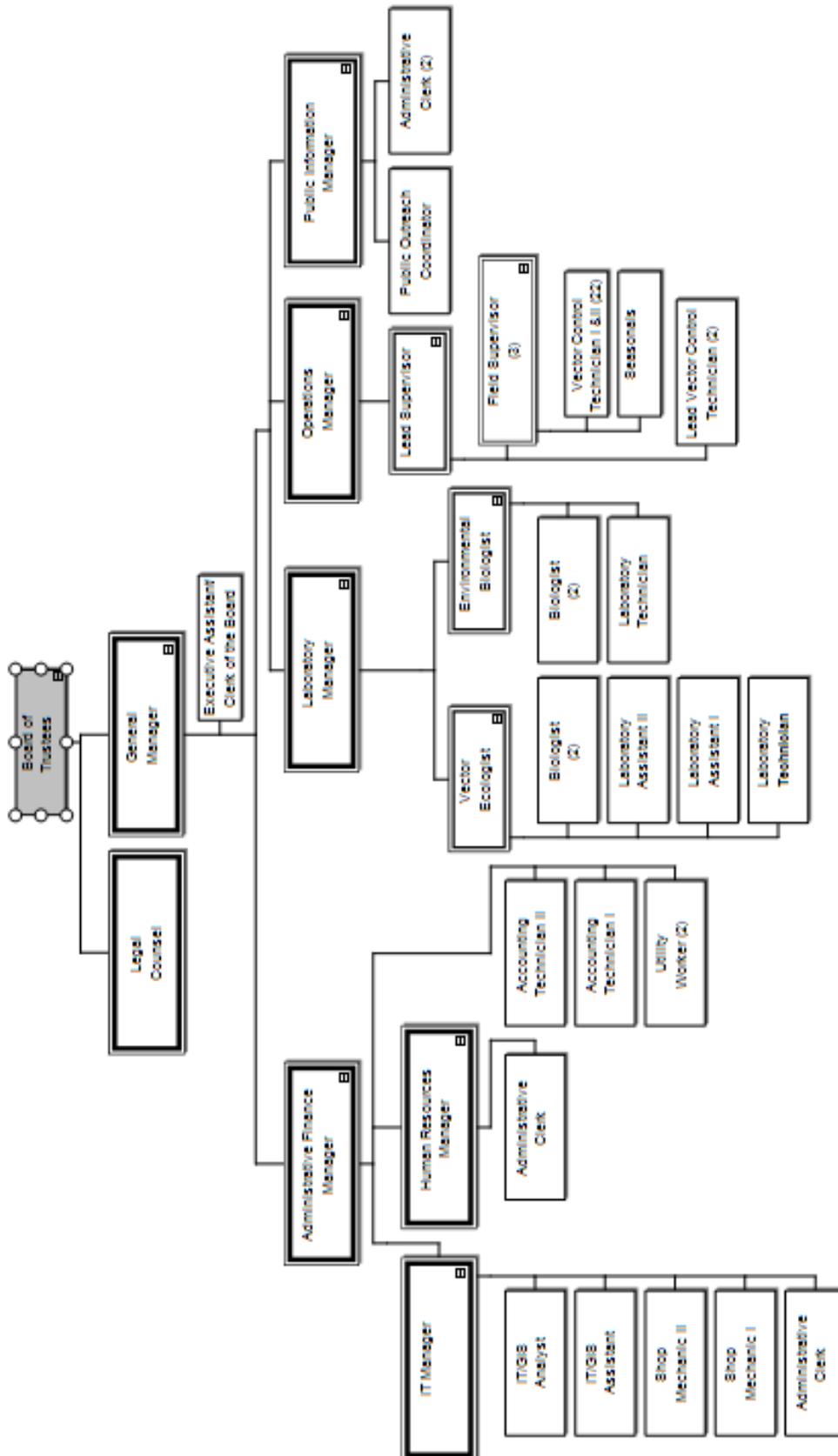
REVENUE DESCRIPTION

Revenue Source	Description	2017-18 Budget
Property Tax – Current Secured	Secured property is generally non-movable property, such as houses and other buildings. Revenues are based on general valuation. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast for FY2017-18 is \$3,522,223 plus 5%	3,698,334
Property Tax - Current	Current Supplemental Revenues: Funds derived from supplemental tax roll changes due to sale of property or new construction. This fund	30,000

DRAFT BUDGET

Supplemental	derives from the 1983 law allowing reassessment of property at the time of sale or new construction, rather than at the next tax year. The portion of revenue designated for taxing agencies, including special districts is 1%.	
Property Tax - Current Unsecured	Unsecured property is similar to secured property as noted above, and the revenue is based on the same formula. Unsecured property includes items such as motor homes, airplanes, boats, and other moveable personal property. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast for FY2017-18 is \$134,692 plus 5%	141,427
Redevelopment Property Tax Increment	Formerly redevelopment pass-through revenue. This is budgeted with current property taxes. Total estimated tax increment for FY2017-18 is \$4,057,606 plus 5 %	4,260,487
Homeowners Tax Relief	This is the portion of tax funds replaced by State resources for tax relief for homeowners. In other words, the amount of homeowners' exemption on property valuation is paid to the County by the State. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast for FY2017-18 is \$44,701 plus 5%	46,936
Property Tax - Prior Supp.	Unsecured property is as noted above; however, these revenues are for prior year taxes received. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast no change	18,500
Property Tax - Prior Unsecured	Unsecured property is as noted above; however, these revenues are for prior year taxes received. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast no change	7,000
Interest Income - LAIF/CDs	Return on invested funds that are held in the District's LAIF account with the State of California, Certificates of Deposits, Riverside County, bank interest, and government securities. Forecast no change	100,000
Other Miscellaneous Revenue	This category recognizes revenue from grants and service contracts. \$16,000	63,000
	USDA – \$35,000	
	Reimbursements from Testing – \$12,000	
Benefit Assessment Income	Revenues from Benefit Assessment. The rate for FY2017-18 is \$10.21 per single family equivalent (SFE).	1,620,638

DRAFT BUDGET
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
ORGANIZATION CHART
FY 2017-18



DRAFT BUDGET
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

TABLE OF ORGANIZATION

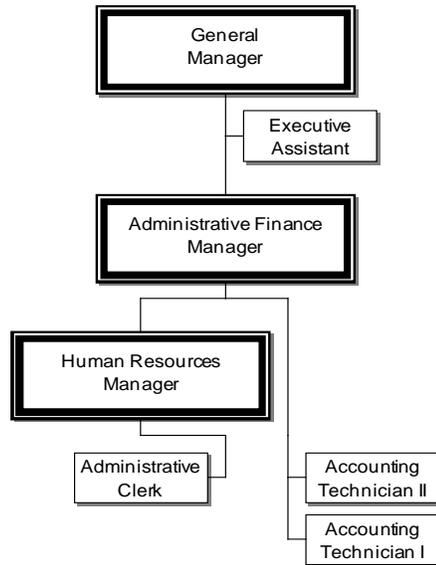
Programs / Personnel	FY2017-18 Proposed Budget	FY2016-17 Adopted Budget	FY2016-17 Estimated Actual	FY2015-16 Actual
Program 200 - Administration				
General Manager	1	1	1	1
Administrative Finance Manager	1	1	1	1
Human Resources Manager	1	1	1	1
Executive Assistant/Clerk of the E	1	1	1	1
Accounting Technician II	1	1	1	1
Accounting Technician I	1	1	1	1
Administrative Clerk	1	1	1	1
Program 210 - Information Systems				
IT Manager	1	1	1	1
IT/GIS Analyst	1	1	1	1
IT/GIS Assistant	1	1	1	1
Program 215 - Public Outreach				
Public Outreach Manager	1	1	1	1
Public Outreach Coordinator	1	1	1	1
Administrative Clerk	2	2	2	2
Program 300 - Fleet Maintenance				
Shop Mechanic II	1	1	1	1
Shop Mechanic I	1	1	1	1
Administrative Clerk	1	1	1	1
Program 305 - Buildings & Grounds Maintenance				
Utility Worker	2	2	2	2
Program 400 - Surveillance & Quality Control				
Laboratory Manager	1	1	1	0
Scientific Operations Manager	0	0	0	0
Vector Ecologist	1	1	1	1
Environmental Biologist	0	1	0	1
Biologist	4	4	4	4
Laboratory Assistant II	1	1	1	1
Laboratory Assistant I	1	1	1	1
Laboratory Technician	2	2	2	2
Seasonal Employees (*FTE)	1.3	0	0.2	0
Program 500 - Control Operations				
Operations Manager	1	1	1	0
Lead Field Supervisor	1	1	0	1
Field Supervisor	3	3	3	3
Lead Vector Control Technician	2	2	2	2
Vector Control Technician II	7	7	7	7
Vector Control Technician I	15	15	15	15
Seasonal Employees (*FTE)	4.7	6.5	5.5	0.8
TOTAL	64	65.5	62.7	57.8

*FTE - Full Time Equivalent

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2017-18
 PROGRAM 200 – ADMINISTRATION**

PROGRAM DESCRIPTION

Administration provides executive support to the operational, professional, and support staff of the District. Administration also ensures that resolutions are adopted correctly, minutes recorded properly, and meetings are held in compliance with the requirements of the Brown and Public Records Acts.

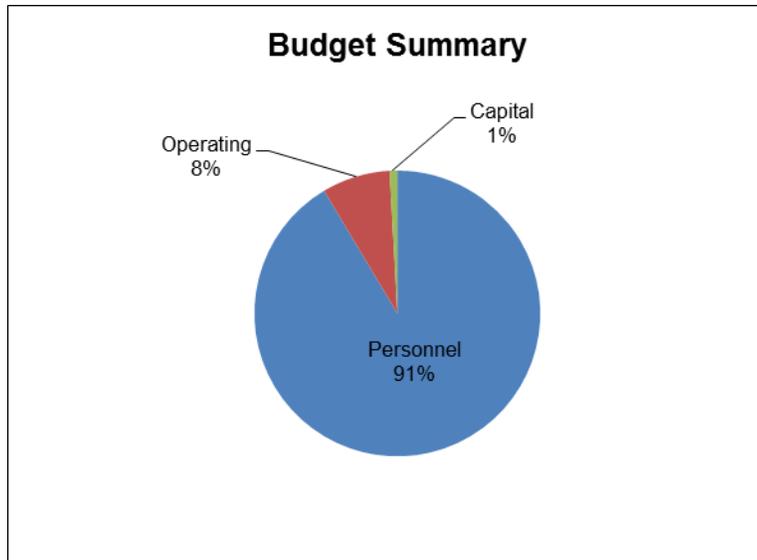


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
General Manager	1	1	1	1
Administrative Finance Manager	1	1	1	1
Human Resources Manager	1	1	1	1
Executive Assistant	1	1	1	1
Accounting Technician II	1	1	1	1
Accounting Technician I	1	1	1	1
Administrative Clerk	1	1	1	1
Total Positions	7	7	7	7

EXPENDITURE SUMMARY

200 – ADMINISTRATION	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	1,052,001	1,014,262	1,046,563	1,083,787
Operations & Maintenance	89,300	69,800	54,769	88,318
Capital	10,000	14,000	5,616	649
Total Expenditures	\$1,151,301	\$1,098,062	\$1,106,948	\$1,172,754



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **200 – Administration**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	General Manager (1) Administrative Finance Manager (1) Human Resources Manager (1) Executive/Clerk of the Board (1) Accounting Technician II (1) Accounting Technician I (1) Administrative Clerk (1)	713,728

DRAFT BUDGET

5105	Overtime	Board Duties Year-end audit Special projects	1,000
5150	State Retirement	District contribution to CalPERS	85,668
5155	Social Security	District contribution is 6.2% of salary	44,251
5165	Medicare	District contribution is 1.45% of salary	10,349
5170	Cafeteria Plan	Based on current election	165,799
5180	Deferred Compensation	District contribution of 3.825% of salary for Non-CSEA represented employees	27,300
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	3,906
6050	Dues & Memberships	Administrative Finance Manager American Society for Public Administration (ASPA) \$110 Government Finance Officers Association (GFOA) \$160 CA Society of Municipal Finance Officers (CSMFO) \$110 HR Manager CalPELRA \$350.00 IPMA-HR \$390.00 Society for Human Resource Management (SHRM) 190.00 American Society for Public Administration (ASPA) 110.00 Liebert Library	2,500
6060	Reproduction & Printing	Cost for preparation of annual budget: printing, binding and associated supplies	1,000
6070	Office Supplies	Paper for Board Packets, administration, accounting, photocopying, public records. Binders, divider pages and miscellaneous office supplies.	9,000
6095	Professional Fees	Audit Services \$20,000 Strategic Planning \$20,000 Employee survey \$10,000	50,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Travel Fall Meeting \$800/Employee Spring Meeting \$800/Employee Planning Session \$800/Employee	2,400
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee	2,400
7000	Uniform Expense	District Apparel	500
7050	Safety Expense	First aid kit supplies Safety posters Safety equipment	1,000
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification and exam application fees	800
7600.02	Professional Development	General Manager AMCA CSDA Annual Conference Administrative Finance Manager GFOA Seminar CSDA Annual Conference VCJPA Workshop HR Manager CALPELRA \$2,200	12,000

DRAFT BUDGET

		LCW \$1,500 Executive Assistant/Clerk of the Board California Special District Association (CSDA) Annual Clerk of the Board Conference Clerical Staff Riverside County Training CalPERS Educational Forum	
7675	Contract Services	Desert Business Machines Marlin Leasing Pitney Bowes	7,000
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	700
8415	Administrative Capital Outlay	Administrative Equipment Computer Equipment	5,000
8487	Furniture & Equipment	Administrative Furniture Board room seating \$5,000	5,000

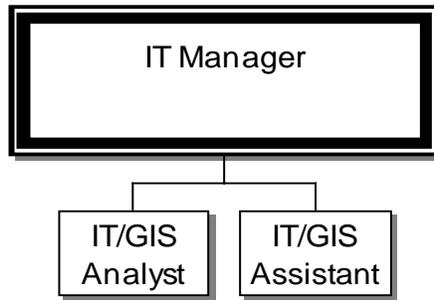
**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2017-18
 PROGRAM 210 – INFORMATION SYSTEMS**

PROGRAM DESCRIPTION

Information Technology (IT) provides a full range of services including end-user and server support, telecommunications management, network operations, systems development and Geographical Information Services (GIS). The function of IT is to deliver innovative information technology solutions to provide citizens, the business community and District staff with convenient access to appropriate information and services, enhancing the mission and activities of the Coachella Valley Mosquito and Vector Control District.

Geographic Information System is a division of the IT Department and a District-wide program of spatial data and application development. GIS manages the District's Mobile Inspection Application, a state-of-the-art wireless mapping and data services utilized by Vector Control, Bio-Control and Surveillance for field data capture.

It is the District’s vision to become the leading environmental friendly organization in controlling mosquitoes and other vectors by being compliant with NPDES requirements through accurate recording in the GIS program of application of all regulated and authorized public health control products.

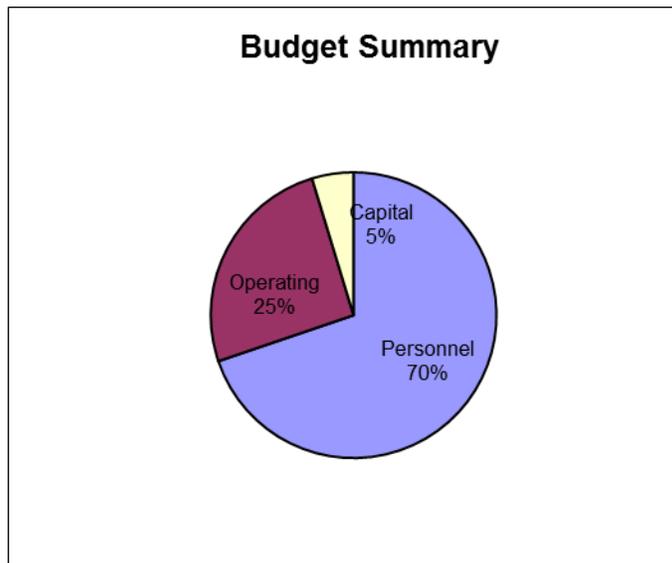


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
IT Manager	1	1	1	1
IT/GIS Analyst	1	1	1	1
IT/GIS Assistant	1	1	1	1
Total Positions	3	3	3	3

EXPENDITURE SUMMARY

210 – INFORMATION SYSTEMS	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	385,985	370,260	394,275	385,914
Operations & Maintenance	141,100	147,860	119,088	117,716
Capital	26,000	6,400	8,845	12,625
Total Expenditures	\$553,085	524,520	522,208	516,255



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **210 – Information Systems**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	Information Technology Manager (1) IT/GIS Analyst (1) IT/GIS Assistant (1)	292,395
5105	Overtime	Board Meetings Network Configurations	500
5150	State Retirement	District contribution to CalPERS	30,634
5155	Social Security	District contribution is 6.2% of salary	18,129
5165	Medicare	District contribution is 1.45% of salary	4,240

DRAFT BUDGET

5170	Cafeteria Plan	Based on current selection	27,602
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	11,184
5195	Unemployment Insurance	6.2% of the first \$7,000 of an employee's salary	1,301
6050	Dues & Memberships	Municipal Information Systems Association of California \$400.00 Certification Training Books \$200.00 CBT Nuggets \$1,000.00	1,600
6060	Reproduction & Printing	Printing materials and supplies	1,600
6070	Office Supplies	Paper, binders and misc. office supplies	500
6080	Computer & Network Systems	Laptop Accessories \$1,375.00 Desktop Accessories \$1,975.00 Cleaning Wipes \$2.50 \$10.00 Dust-off Compressed Gas Duster \$2.50 \$10.00 Microfiber Cleaning Cloth \$2.50 \$10.00 Computer Cleaning Kits \$11.00 \$66.00 Cell Phone Accessories Samsung Belt Clip Holsters \$25.00 \$250.00 Verizon Vehicle Car Chargers \$20.00 \$600.00 Misc. Network Equipment \$1,100.00 APC Battery Replacement \$353.00 \$706.00	5,000
6095	Professional Fees	Phone/Printer/Network Services \$1,100.00 Panasonic Repairs \$1,300.00 Audio/Visual Services \$1,100.00	2,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Travel Fall Meeting \$800/Employee Spring Meeting \$800/Employee	1,600
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee	1,200
6410	Telecommunications	Verizon POTS Landlines \$1,899.72 SMP Cell Phones \$6,678.36 STDP Cell Phones \$2,652.12	11,300
7000	Uniform Expense	District Apparel	200
7150.01	IT Communications	Verizon FIOS Verizon VOIP Verizon BroadBand Wireless LAN - OPS Verizon BroadBand Wireless LAN - LAB Verizon BroadBand Wireless LAN - ADM AccuConference Constant Contact Email Campaign UIA Web Hosting Services Secure Certificate	36,200
7350	Permits, Licenses & Fees	Microsoft User CALS Microsoft Exchange User CALS	6,000

DRAFT BUDGET

		Microsoft SQL Server 2016	
7570	Aerial Pool Surveillance	Neglected Pool Flight/Unmanned Aerial Systems <i>UAV Digital Map Project Salton Sea</i>	22,000
7600.02	Professional Development	UC ESRI Certification Training	2,100
7675	Maintenance Contracts	Annual Support ESRI Accounting Maintenance (1st ususally included) * Onbase EDMS System Barracuda Energizer, Replacement & Cloud Services MSDS Pesticide SDS Management System RedBeam Assesst Management System TimeClockPlus Time Management System WebEx Remote Asssist Application EzSigner Signature Application Sophos Maintenance Services Meraki Wireless Maintenance Services Vmware Maintenance Services HP Warranty Support Leading Edge Maintenance Service - Laboratory	51,000
8415	Capital Outlay	(3) Surface Tablets (3)mDP-to-HDMI & mDP-to-VGA Adapters (3) Docks (3) Ergonomic Keyboard and Mouse sets (3) HEX Surface Book Sleeves For: IT/GIS Analyst, IT/GIS Assistant & Vector Ecologist (4) HP Elite Desktops 800G2 (3) NEC MultiSync EA Monitors (1) INTEL Virtual Appliance Server (2) Cisco Catalyst 48-Port Switch	26,000
8900	Capital Equipment Replacement	Transfer to Capital Replacement Fund	67,792.10

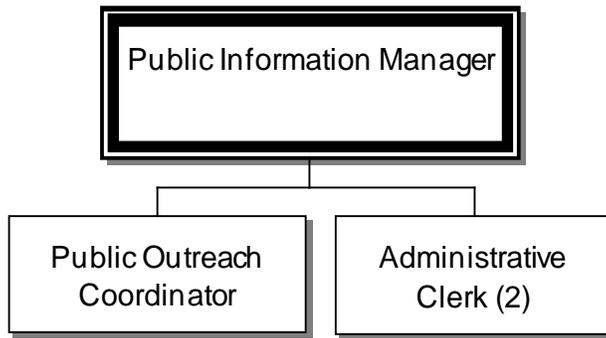
Goal to fund 50% of purchase cost in 5 years								
Category	Purchase Cost	100 % Funded	Beginning		Purchases	Transfer From GF	Ending	
			Fund Balance				Fund Balance	% Funded
			7/1/2017				6/30/2018	
GIS Toughbooks	150,959	75,480	48,486		5,398.73	53,885	71%	
GIS Software	150,639	75,320	48,383		5,387.29	53,770	71%	
IT Equipment	151,056	75,528	48,517	26,000.00	31,402.20	53,919	71%	
IT Software	156,695	78,348	50,328		5,603.87	55,932	71%	
Website	0	0	0	20,000.00	20,000.00	0	0%	
Total	609,349	304,675	195,714		67,792.10	217,506	71%	

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 215 – PUBLIC OUTREACH PROGRAM**

PROGRAM DESCRIPTION

The Public Outreach Department informs, educates and promotes public awareness of the District and its programs, services, and activities. This is accomplished through the dissemination of vector control and disease prevention information to Coachella Valley residents. This includes the conceptualization of District materials such as brochures, press releases, feature articles, manuals; promotional items with District messaging; newspaper, radio, and television (news, features, and public service announcements), and digital content (website, video, presentations, embedded content, and links on local partner websites).

The Department is responsible for media contact, community interaction, and ensuring that the District’s mission and prevention messages are spread throughout the Coachella Valley. Departmental outreach involves presentations at local venues, such as senior centers, health fairs, HOA meetings, and other city, government and community based meetings, as well as presentations to schools. In addition, the District participates in selected events, such as science fairs, science discovery days, the Riverside County Fair and National Date Festival, Mecca Community Resource Fair, Thermal Resource Fair, and other events that help to reach our audience.

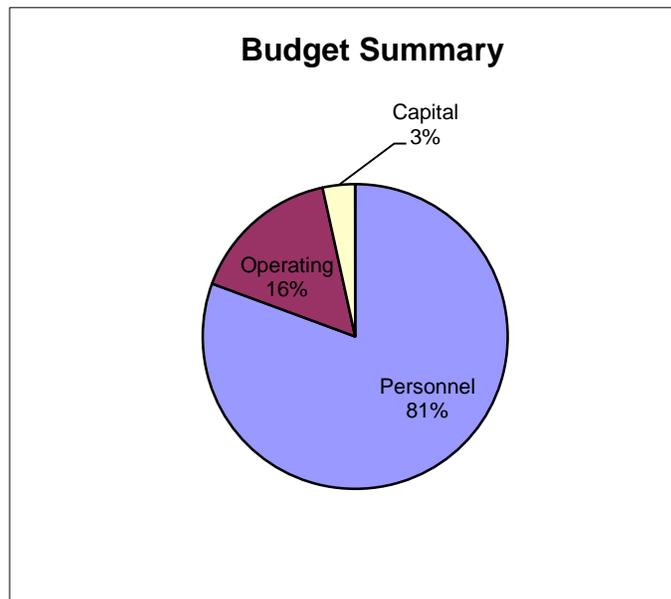


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Public Outreach Manager	1	1	1	1
Public Outreach Coordinator	1	1	1	1
Administrative Clerk	2	2	2	1
Total Positions	4	4	4	4

EXPENDITURE SUMMARY

215 - PUBLIC OUTREACH	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	470,291	475,416	480,536	396,552
Operations & Maintenance	92,900	93,100	84,207	75,140
Capital	20,000	13,500	1,355	312
Total Expenditures	\$583,191	582,016	566,099	472,004



This year the Public Outreach Department’s goals are to:

- Enhance the District’s public identity and trust through expanding accessibility to our education information; introducing an expanded social media presence; creating outreach campaigns with clear and consistent messaging; developing stronger ties with cities and local agencies to ensure local governments carry our community message of prevention and protection; providing messaging to all staff to communicate to the public; supporting presentation and interview skills development and delivery so that all District staff are communicating one unified message when dealing with the public, partner agencies, and elected officials.
- Establish stronger relationships with local media by offering newsworthy information, making interviewees available ahead of news deadlines, making sure we are available when they need us not just when we need them. Explore editorial opportunities, as well as live radio and TV interviews during West Nile Virus (WNV) Awareness Week, peak WNV season, and invasive mosquito species and mosquito-borne diseases news cycles.
- Streamline the District’s outreach materials and channels to maximize impact and save on printing costs through a series of new informational materials requiring less paper, which are more succinct and therefore more likely to be read, driving people to our website for

more in-depth information; continuing to update the District website to be more user-friendly to the general public and enhance transparency by making the current content more visible to the user and develop more interactive elements; and continue development of programs to raise awareness among HOAs and other partners, increasing our audience reach and message frequency through expanded advertising channels in both Spanish and English; and introduce targeted reach through direct mail programs.

- Refine educational outreach with more online tools for student learning and expanded District-based learning opportunities for all age levels.
- Develop and implement measurement tools and tracking to assess how successful outreach campaigns are and what elements are working and not working. This would be done through Google Alerts, web traffic analysis, surveys at fairs and events on how people heard about us; and through tracking where callers to the District heard about us.
- Roll out community “Fight the Bite Block Parties” to educate residents in invasive Aedes-infested neighborhoods how to rid their property of standing water sources.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **215 – Public Outreach**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	Public Outreach Manager (1) Public Outreach Coordinator (1) Administrative Clerk (2)	321,491
5105	Overtime	Public outreach events Date Fest Volunteer/Sculpture Building and Repair Fight the Bite 5K OT Block Party OT	6,000
5150	State Retirement	District contribution to CalPERS	30,738
5155	Social Security	District contribution is 6.2% of salary	19,932
5165	Medicare	District contribution is 1.45% of salary	4,662
5170	Cafeteria Plan	Based on current election	73,435
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	12,297
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	1,736
6060	Reproduction & Printing	Annual Reports (100 pieces) Framing for Staff Photo Bookmarks – 6 Versions (5,000 pieces of each) Brochures District 5,000 pieces 8-page Rats 5,000 pieces 4-page Activity Books 5,000 pieces Every Door Direct Mail notification postcards (High trap counts, High WNV/SLE activity, Invasive Aedes, Fight the Bite Block parties) 5 Neighborhoods; 2x/year Approx. \$350 per Neighborhood (per mailing)	20,000
6070	Office Supplies	Date Fest Craft Materials Supplies for Mosquito crafts Paper for Plotter Laminating sheets	2,000

DRAFT BUDGET

		Supplies for CEU training manuals Labels for promotional items	
6075	Postage	UPS/USPS mailing costs	2,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Assignments Fall Meeting \$800/Employee Spring Meeting \$800/Employee Summer Meeting \$400/Employee Planning Session \$800/Employee	2,800
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee	1,200
6210	Promotion & Education	Date Festival – Fly swatters, repellent, stickers, pencils, and other promotional items – Target Audience 2,000 + registration, parking Fiesta Campesina – Fly swatters, repellent, stickers, pencils, and other promotional items – Target (Audience 2,000) Mecca and Thermal Fairs – Fly swatters, repellent, stickers, pencils, and other promotional items – Target (Audience 600) Environmental and Sustainability Expo - Fly swatters, repellent, stickers, pencils, and other promotional items (Target Audience 600) Mosquito Awareness Week – Fly swatters, repellent, stickers, pencils, and other promotional items (Target Audience 1,000) • 5K Fight the Bite Run in Palm Desert (\$7,000) 6 Fight the Bite Block Parties Other Event Booths Other items: Science Fair Plaques, Award Submissions, SurveyMonkey, Mosquito Patrol Patch	20,000
6220	Public Outreach Advertising	Television, Radio, Newspaper, Web, and Cinema Ads and USPS Every Door Direct (roughly 7,000 residences for \$700 x2 x2) Mosquito Awareness Week Invasive Aedes, West Nile virus, mosquito, RIFA PSA and other vector educational and informational messages	40,000
7000	Uniform Expense	District Apparel Shirts for 4 staff	600
7600.01	State Required CEU	State Required CEU Training (Webinars) Certification	
7600.02	Professional Development	AMCA Annual Conference – San Diego National Conference on Health Communication – Atlanta	2,800
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	700
8415	Public Outreach Equipment	1 new workstations (Public Outreach Coordinator) Keyboard, Mouse and Tray	600
8415.13	Capital	Website expansion \$15,000 Build out online vector curriculum for students 5,000	20,000

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 225 – DISTRICT WIDE

PROGRAM DESCRIPTION

District Wide budget provides overview of expenses that are not specific to any specific department or program, but are applicable to the entire organization. It includes expenses for employee recruitment advertising, tuition reimbursement and membership fees directly related to the District as a whole. Attorney fees, utilities and contingency items are estimated in this program as well since those services and related expenses are provided at the District level.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **225 – District Wide**

Account	Description	Justification	Budget 2017-18
5150.01	CalPERS Employer Payment of Unfunded Liability	District share of unfunded liability resulting from the Risk Pool consolidation & assumption changes. Annual prepayment based on 10 year amortization schedule	103,215
5172	Retiree Healthcare	CalPERS Retiree Healthcare pre-funding for future retirees Annual Required Contribution (ARC) \$312,420 the District will fund 100 percent of the ARC for 2017-18 For current retirees \$30,000	342,420
5250	Tuition Reimbursement	District Education Fund to reimburse employees for tuition and textbook expenses incurred in pursuing degree programs.	15,000
5300	Employee Incentive	Employee Recognition Event and Annual Award Ceremony Teambuilding events	6,000
5301	Employee Support	Coffee and supplies Drinking water and related supplies	4,000
5302	Wellness Program	Employee run Wellness program	2,500
5305	Employee Assistance Program	Wellness Works	2,800
6000	Property & Liability Insurance	VCJPA Liability \$86,238 VCJPA Property \$9,566 VCJPA General Fund \$16,334 VCJPA Group Fidelity Premium VCJPA Auto \$1,509	113,647
6001	Workers' Compensation Insurance	VCJPA Workers Comp Insurance Premium	252,350
6050	Corporate Dues & Memberships	California Special District Association (CSDA) Mosquito and Vector Control Association of California (MVCAC) American Mosquito Control Association (AMCA)	19,000
6065	Recruitment/Advertising	Advertising of classified ads for recruitment and public notices of RFP's Pre-employment background screenings	4,000

DRAFT BUDGET

6075	Postage	UPS/USPS mailing costs	3,000
6085	Bank Service Charges	Investment, bank related charges and Riverside County processing fees of expense reimbursement	200
6090	Local Agency Formation Commission	SB2838 Local Government Reorganization Act of 2000 calls for payment to fund LAFCO	1,100
6095	Professional Fees	District wide Professional Fees not budgeted in programs Payroll Service Fees/ACA reporting CalPERS Administrative Fees	20,000
6100.00	Attorney Fees – General	General legal matters	50,000
6100.01	Attorney Fees – Labor Relations	2017 Negotiations	20,000
6100.02	Attorney Fees – Personnel	Personnel legal matters	10,000
6106	HR Risk Management	LCW Employment Relations Consortium	4,500
6200	Meetings Expense	Staff meeting expenses	2,000
6400	Utilities	Indio Water Authority Gas Co. Imperial Irrigation District Valley Sanitary District Burrtec Waste	105,000
6500	Benefit Assessment Expense	County fees and engineering costs.	88,440
7100	Physician Fees	Pre-employment physician screenings Physician fees for First Aid Services, annual physical	5,000
7600.01	State Required Fees	Required annual renewal fees for all certified personnel	6,000
7600.02	Professional Development	Professional training for District-wide events: LCW Riverside County HR	5,000

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 250 – TRUSTEE SUPPORT PROGRAM

PROGRAM DESCRIPTION

The Health and Safety Code, Section 2000-2093 empowers the Board of Trustee to be the legislative body of the District. The primary function of the Board of Trustees is the establishment of policies and the definition of guidelines. The Trustees are also responsible for ensuring the financial stability and approval of the yearly budget. Trustee Expense includes in-lieu expenses, travel expenses, and conference/seminar fees for attendance at conferences and training seminars that benefit members of the Board of Trustees.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

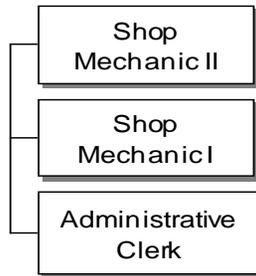
Program **250 – Trustee Support Program**

Account	Description	Justification	Budget 2017-18
5155	Social Security Expense	District Contribution 6.2%	818
5165	Medicare Expense	District Contribution is 1.45% of salary	191
5195	Unemployment Insurance	6.2% of the first \$7,000 in earnings	818
6110	Trustee Travel	MVCAC, CSDA etc Conference and educational seminar fees, plus related travel expenses. In addition designated Trustee per Resolution 2011-24 to attend MVCAC Annual, Spring, Fall and Summer meetings and AMCA	16,800
6115	In-Lieu	State law permits a maximum of \$100/Month compensation payable to each Trustee for conducting District business, such as attendance at Board and Committee meetings.	13,200
6120	Trustee Support	Expenses for meals during official meetings dealing with direct support of Trustee activities.	4,000
7000	Uniform Expense	District Shirt for each Trustee	500

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 300 – FLEET MAINTENANCE PROGRAM

PROGRAM DESCRIPTION

Fleet Maintenance is tasked with the maintenance, repair and upgrade of all District vehicles, trailers, off-road vehicles including ATV's, Argos, golf carts, work horse and other special equipment.

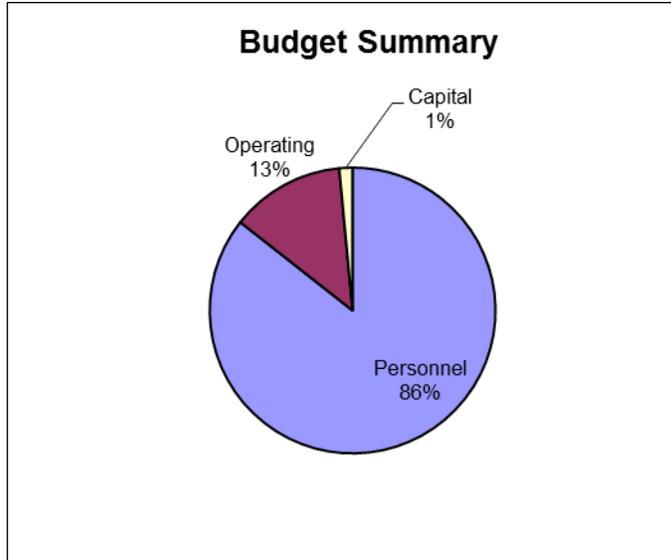


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Shop Mechanic II	1	1	1	1
Shop Mechanic I	1	1	1	1
Administrative Clerk	1	1	1	1
Total Positions	3	3	3	3

EXPENDITURE SUMMARY

300 – FLEET MAINTENANCE	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	315,049	306,921	302,169	300,034
Operations & Maintenance	47,470	55,250	53,794	51,467
Capital	4,400	-		6,222
Total Expenditures	\$368,019	\$362,171	355,962	\$357,723



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **300 – Fleet Maintenance Program**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	Shop Mechanic II (1) Shop Mechanic I (1) Administrative Clerk (1)	218,899
5105	Overtime	Required work outside normal hours for emergencies	1,500
5150	State Retirement	District Contribution to CalPERS	16,599
5155	Social Security	District Contribution is 6.2% of salary	13,572
5165	Medicare	District Contribution is 1.45% of salary	3,174
5170	Cafeteria Plan	Based on current election.	57,504
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	2,499
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	1,302
6070	Office Supplies	Printer toners, paper, misc. batteries, inventory bins and general office supplies	200
7000	Uniform Expense	Rentals of department uniforms, towels and mats	1,500
7050	Safety Expense	Nitrile Gloves Welding Helmet Protective Eye Wear Hearing Protection Protective Footwear	1,250

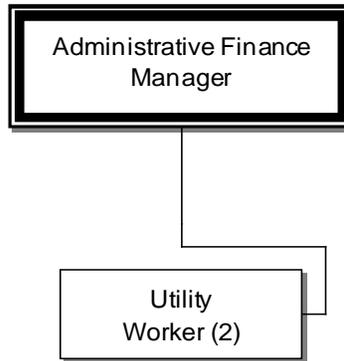
DRAFT BUDGET

7350	Permits	Recurring fees for permits, smog certificates, AQMD Storage Tank Permits, Annual Vapor fees, Emissions fees, etc. SMOG \$1,125 AQMD ANNUAL TESTING \$950 AQMD EMISSION FEES \$123 AQMD LIQUID FUEL DISP \$190 EPA ID REGISTRATION FEE \$150	2,400
7400.00	Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Napa, Tires, Batteries for fleet vehicles & <i>trailers</i>	16,000
7400.02	Specialty Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Argo, Napa, Tires, Batteries for District specialty off-road vehicles	8,200
7400.03	Tire Services	Vehicle Tires	4,800
7420	Offsite Vehicle Maintenance & Repair	Windshield Replacement Services Washing Services Towing Services Alignment Services Part Assembly Key Duplication Hazardous Chemical Removal Services Body Repair Services Vehicle Graphics & Lettering	6,000
7450	Equipment and Application Parts & Supplies	Fasteners, electrical supplies, parts for all equipment not considered a registered vehicle, <i>ULV Equipment</i> , welding equipment supplies and repairs, repairs and parts for major equipment (hoists, air compressor, power reels, tire mounting equipment)	4,100
7500	Small Tools Furniture & Equipment (Non-Capital)	Replacement of small tools	1,200
7600.01	State Required CEU	State Required CEU Training \$400 per person Certification exam application fees	1,000
7600.02	Professional Development	Napa, General trainings, ASE certification A1-A8, and related travel expenses (2)	2,400
7675	Maintenance Contracts	Annual support fees for Fleet Maintenance programs: MotoShop, Scan Tool Analyzer(?), Fleetmate(?) Currently expensed from Permits \$300 Maintenance Contracts \$210 MotoLogic Repair & Diagnostics \$1,200 Genisys EVO 5.0 Handheld Software Updates \$600 52 Fleet Vehicles @ \$24.95 Device Monitoring \$1,297 52 Fleet Vehicles @ \$24.95 Device Rental \$1,297 *Monthly recurring fee \$1,294	17,700
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	1,000
8415	Non-Capitalized Equipment	Robinair Freon Recovery/Recycle/Recharging Station	4,400
8900	Transfer to Vehicle Replacement Fund	Contribution to capital reserves	79,992

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2017-18
 PROGRAM 305 – BUILDINGS & GROUNDS MAINTENANCE**

PROGRAM DESCRIPTION

The Buildings and Grounds Maintenance is tasked with the maintenance, repair and upgrade of all District facilities, property and special equipment that maintains the District facility and grounds in excellent condition. Additionally, the department oversees the service contracts for Heating, Ventilating, and Air Conditioning maintenance, Landscape maintenance, Janitorial service, and Security.

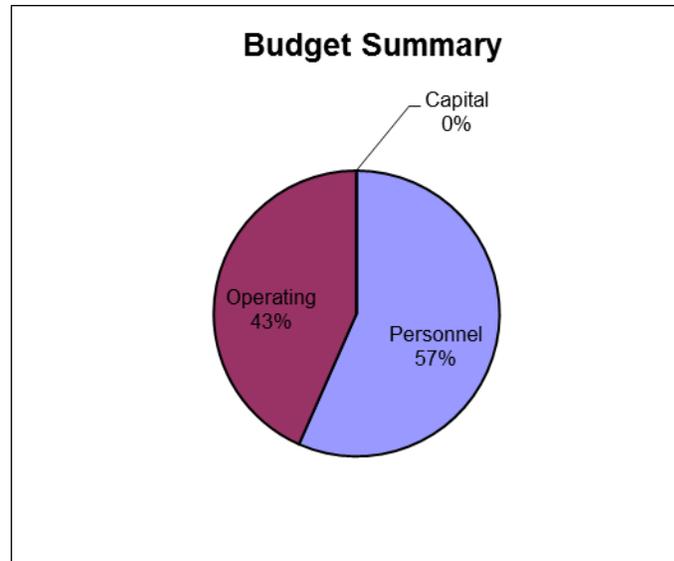


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Utility Worker	2	2	2	2
Total Positions	2	2	2	2

EXPENDITURE SUMMARY

305 BUILDINGS & GROUNDS MAINTENANCE	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	166,623	155,230	158,497	144,780
Operations & Maintenance	126,800	138,100	125,066	141,117
Capital	-	-	-	-
Total Expenditures	\$293,423	293,330	283,563	285,897

**ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION**

Fund 01 – General Fund

Program **305 – Buildings & Grounds Maintenance**

Account	Description	Justification	Budget 2017-18
5101	Payroll - Full Time	Utility Worker I (2)	105,213
5105	Overtime	Required work outside normal hours	1,000
5150.01	State Retirement Expense	District contribution to CalPERS	8,052
5155	Social Security Expense	District contribution is 6.2% of salary	6,523
5165	Medicare Expense	District contribution is 1.45% of salary	1,526
5170	Cafeteria Plan	Based on current election	42,252
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employees salary	868
7000	Uniform Expense	Rentals of department uniforms, towels and mats	3,300
7050	Safety Expense	Safety Equipment & Supplies First aid materials, safety clothing, protective footwear, etc.	1,300
7200	Maintenance Supplies	Cleaning supplies, paper towels, toilet paper, floor products, disinfectants, hand soap, latex gloves, trash bags, etc.	4,000
7300.01	Repair & Maintenance	Bio Building, Laboratory and Tank Room Includes replacement lighting for tank room	10,000
7300.02	Repair & Maintenance	Administration Building	5,000

DRAFT BUDGET

7300.03	Repair & Maintenance	Operations Building	5,000
7300.04	Repair & Maintenance	Shop and Grounds	16,000
7300.05	Repair & Maintenance	Special Projects: Drainage behind storage area External Doors Storage etc. – Paint, install new locks (In-House) \$1,000 Tank Room Maintenance (In-House) \$1,000 Replace faucets, toilets, shower heads with Waterwise products	5,000
7300.06	Solar Panel Maintenance	Solar panel cleaning Maintenance & repairs	1,000
7350	Permits, Licenses & Fees	City of Indio Private Fire Hydrant Place of Assembly Alarm Permit Desert Fire Extinguisher Automatic Fire System Service – Flammable Storage 1 Automatic Fire System Service – Flammable Storage 2 Fire Extinguishers Testing/Certification Fire Suppression Testing/Certification	2,000
7500	Small Tools	Replacement of tools – Landscaping Equipment	500
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification exam application fees	1,000
7600.02	Professional Development	Electrical Troubleshooting & Preventative Maintenance Workshop Part II (Southern Ca, 2014) Lodging and travel expenses	1,500
7650	Equipment Rentals	Rental of power tools, heavy equipment and vehicles	1,000
7675	Contract Services	Janitorial Services \$38,000 Security Alarm Services \$3,400 Landscape Maintenance – tree services \$2,000 HVAC GTD Lifetime Service \$15,000 Security Services \$11,000	69,400
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	800
8900	Transfer to Thermal Remediation Fund	Contribution to capital reserves	44,750

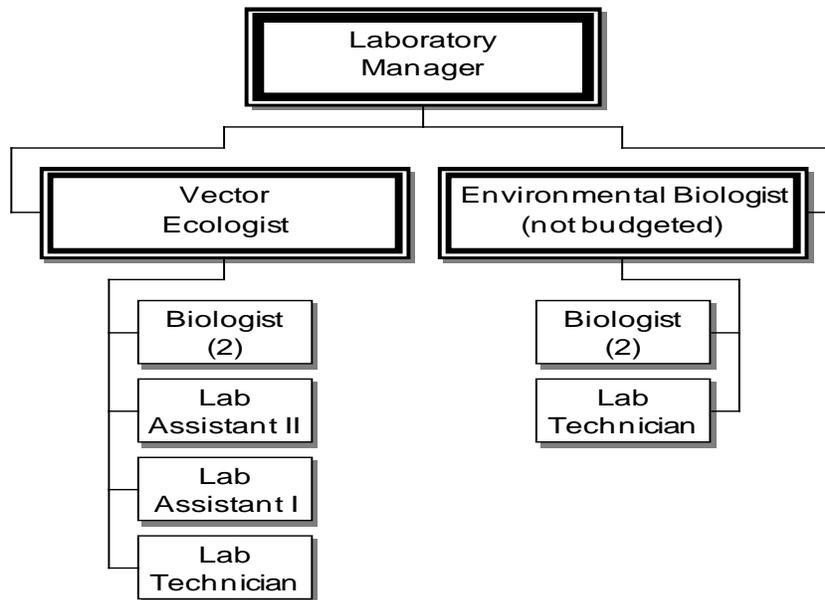
FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 400 – SURVEILLANCE AND QUALITY CONTROL PROGRAM

PROGRAM DESCRIPTION

The District’s Surveillance and Quality Control Program is charged with conducting vector surveillance and disease detection; quality control and efficacy of products; implementing the biological control program; partnering with community organizations for physical control; and ensuring compliance with environmental regulations.

Determining where vectors are and whether residents are at risk of contracting an arboviral disease are important components of the District’s Integrated Vector Management (IVM) Program. The staff monitors and analyzes data including immature and adult mosquito abundance; virus activity in mosquitoes and wild birds; and climate variables such as temperature, humidity, and Salton Sea water level. This analysis, our virus transmission risk model, allows Operations to focus control efforts where they will have the most impact.

The Surveillance and Quality Control Program conducts quality control assays, product efficacy assays, and resistance assays to ensure that control products and biological control organisms work as they should. Assays are also conducted to assist the Control Operations Department in using the most effective dose and method of application in the field. This department is responsible for production of the biological control organisms used in the IVM program and for working with community organizations to develop and evaluate physical control of vectors. Staff also oversee and report on environmental and regulatory issues related to vector control.

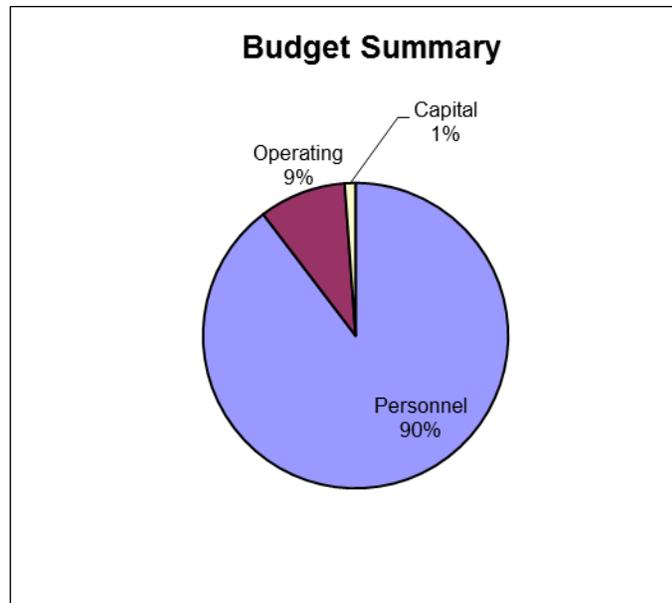


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Scientific Operations Manager	0	0	0	1
Laboratory Manager	1	1	1	0
Vector Ecologist	1	1	1	1
Environmental Biologist	0	1	0	1
Biologist	4	4	4	4
Laboratory Assistant II	1	1	1	1
Laboratory Assistant I	1	1	1	1
Laboratory Technician	2	2	2	2
Seasonal Employees (FTE)	1.3	0	0.2	0
Total Positions	11.3	11	11.2	11

EXPENDITURE SUMMARY

	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
400 – SURVEILLANCE AND QUALITY CONTROL				
Personnel	1,167,420	1,106,127	1,050,017	1,216,115
Operations & Maintenance	119,980	132,080	136,605	122,260
Capital	15,000	7,300	14,839	-
Total Expenditures	\$1,302,400	1,245,507	1,201,460	1,338,375



This year the Laboratory Department's goals are to:

- **Expand *Aedes* surveillance:** The District detected *Aedes aegypti* within its service area in 2016. As the detections of new locations have primarily involved service requests from residents, it is possible that there are more areas and neighborhoods where this mosquito is but has yet to be detected. The Laboratory Department increased the number of traps in the previous fiscal year and is using those traps to conduct a comprehensive surveillance of the District's cities to examine whether there are additional populations in the valley.
- **Conduct the expanded trap routes.** In 2015 and 2016, mosquito traps in cities were set by the Control Operations Department. An increase in the percent of trap failures (from 2% to 7%) and the increased demands on technician time from the discovery of *Aedes* mosquitoes led the Laboratory Department to take over the expanded trapping in urban locations. To achieve this and the expanded *Aedes* surveillance, the department has added seasonal employees.
- **Rapid detection of arbovirus samples:** The Laboratory Department currently conducts virus testing for the *Culex* mosquitoes that it collects, testing for West Nile virus, St. Louis encephalitis virus, and western equine encephalomyelitis virus. Testing these mosquitoes at the District has benefited the District's Control Operations Department and the residents by allowing for a rapid response to positive samples. The Laboratory Department has expanded the number of samples budgeted to be tested to account for the increased collection and the re-emergence of St. Louis encephalitis virus.
- **Examine product efficacy:** The Laboratory Department will examine several new and existing mosquito control products to define the efficacy and residual activity for mosquitoes in the Coachella Valley. Assays planned include using adulticides in storm water structures, coverage of aerial applications to mosquito sources in the east valley, examination of adulticide applications in response to virus-positive mosquito samples, and efficacy of products approved for homeowner use.

- Ensure regulatory compliance: The Laboratory Department will continue to ensure that the District is compliant with relevant environmental laws and regulations. In this fiscal year, the Laboratory Department will review and revise its Environmental Protection Agency's Pesticide Environmental Stewardship Program strategy document.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **400 – Surveillance and Quality Control Program**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	Laboratory Manager (1) Vector Ecologist (1) Biologist (4) Laboratory Assistant II (1) Laboratory Assistant I (1) Laboratory Technician (2)	804,107
5102	Payroll – Seasonal	3 Seasonals (890 max hours) per seasonal (1.3FTE)	34,800
5103	Intern	Health Careers Connection Intern \$6,900	6,900
5105	Overtime	Holiday Tank and Colony Care – 36 hours ULV Calibration - 8 hours ULV Evaluations – 5 Evaluations -160 hours <ul style="list-style-type: none"> • CSEA -24 Hours/Evaluation • Teamster – 8 Hours/Evaluation Emergency/Epidemic/ Response and Special Projects <ul style="list-style-type: none"> • CSEA – 20 hours • Teamster – 20 hours Total Hours – 244 hours	12,000
5150	State Retirement	District contribution to CalPERS	68,208
5155	Social Security	District contribution is 6.2% of salary	51,841
5165	Medicare	District contribution is 1.45%	12,124
5170	Cafeteria Plan	Based on current elections	149,497
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	21,867
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	6,076
6050	Dues & Memberships	ESA \$145 (x2) SOVE \$70 (x2)	430
6070	Office Supplies	Printing and general office supplies	1,200
6075	Postage	PCR Confirmation Shipping 5 times / season \$100/shipment = \$500 Apr – Nov Chicken Sera shipping – \$120 Misc. Shipping \$500 UPS	2,500
6095	Professional Services	Surveillance	0
6110.01	MVCAC Committee	MVCAC Committee Travel	4,000

DRAFT BUDGET

	Assignment Travel	Fall Meeting \$800/Employee (2) Seaside Spring Meeting \$800/Employee (2) - North	
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee (4)	4,800
7000	Uniform Expense	District Apparel Professional Shirts \$120/Employee (7 = \$840) G&K Rental Uniforms – 8 staff @ \$40.00/wk – Year = \$1920.00 Towel Purchase Cleaning Service \$240/year	3,300
7050	Safety Expense	Personal protection equipment Laboratory & Field safety equipment	5,000
7310	Maintenance & Calibration	PCR Maintenance Contract 2500 RIFA Lab Humidifiers (3x 500) BSL Cert & Hood Certification 1000 Pipette Calibration 2800	8,000
7350	Permits	Department and equipment permits RivCo DEH Small Quantity Medical Waste Generator RivCo DEH Level II Waste Permit AQMD Annual Emergency Electric Generator Permit Fee AQMD Generator Emissions Flat Fee	2,100
7450	Equipment Parts & Supplies	Small equipment for tank systems and laboratory, routine replacement, wear and tear	7,000
7550	Operating Supplies – Field	Routine supplies and maintenance, mosquito rearing supplies, sentinel chicken supplies and coop maintenance supplies	16,000
7575.04	Surveillance	Internal Mosquito PCR @ \$4.50/Sample Testing 4000 pools	32,500
7575.07		Traps & Parts	6,000
7600.01	State Required CEU	Certification exam application fees \$150 CEU live session fees \$100/Employee (9)	1,050
7600.02	Professional Development	AMCA \$1,500/Employee (3) ESA \$2,000/Employee (1) IFA \$1,500/Employee (2) Supervisor Training \$1500/Employee (1)	11,100
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	20,000
8415	Equipment Parts and Supplies	Freezer (-80°C) for samples and dry ice	15,000

FY2017-18 SEASONAL HIRING SCHEDULE

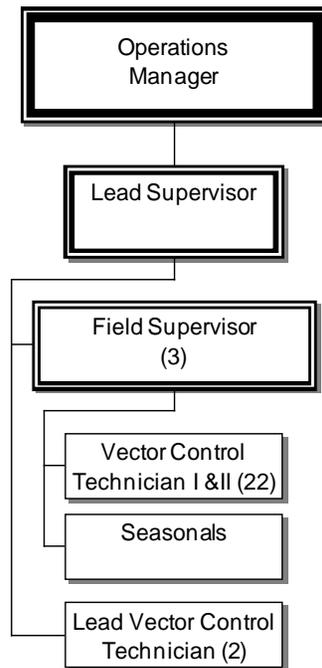
PROGRAM	PERIOD	NUMBER
Mosquito Traps	9/1 – 11/17/2017	2
Mosquito Traps	3/1 – 6/30/2018	2
Health Career Connections Intern	7/1 – 9/30/17	1

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 500 – CONTROL OPERATIONS

PROGRAM DESCRIPTION

Control Operations Program is responsible for environmentally friendly and effective suppression of pathogen-carrying vectors and mosquitoes for the purpose to reduce the transmission risks to humans and other animals of diseases caused by West Nile, Saint Louis and western equine virus. The District covers a 2,400 square mile area where a dozen resort and residential communities provide ample vector and nuisance species habitat ranging from the Salton Sea marshes to agricultural habitats, neglected pools and different urban locations. State Certified Vector Control Technicians take care of site inspections, surveillance, preventive chemical applications, and, when appropriate, use biocontrol measures such as use of mosquito-eating fish and other integrated vector management control methods. They also execute a call - requested inspections for controlling red imported fire ants, eye gnats and flies, and provide site inspections for rodent proofing residential and public properties and other nuisance and vector species.

The Red Imported Fire Ants (RIFA) program is focused on suppressing the population of RIFA and maintaining the level of infestation to minimum. Currently the program is addressing large green areas/golf courses as well as the residential call reporting RIFA infestation.

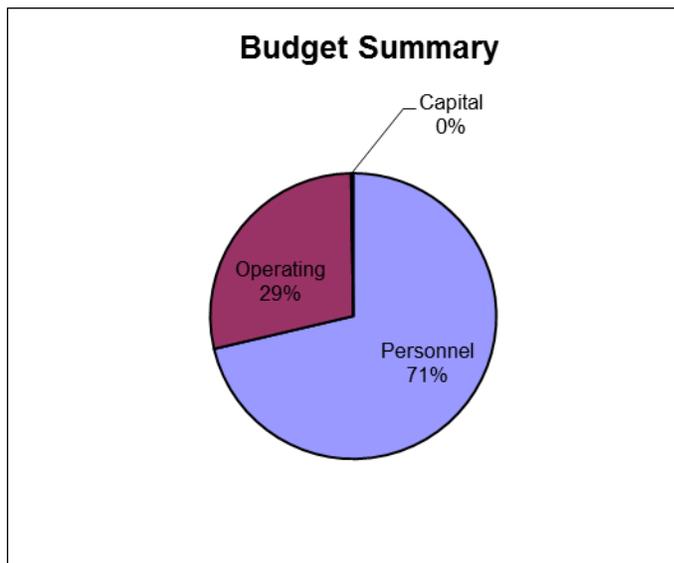


STAFFING SUMMARY

Title	2017-18 Proposed Budget	2016-17 Adopted Budget	2016-17 Estimated Actual	2015-16 Actual
Operations Manager	1	1	1	0
Lead Field Supervisor	1	1	0	1
Field Supervisor	3	3	3	3
Lead Vector Control Technician	2	2	2	2
VCT II	7	7	7	7
VCT I	15	15	15	15
Seasonal Employees (FTE)	4.7	6.5	5.5	0.8
Total Positions	33.7	35.5	33.5	28.8

EXPENDITURE SUMMARY

500 – CONTROL OPERATIONS	2017-18 Budget	2016-17 Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	2,977,197	2,926,504	2,741,238	2,467,413
Operations & Maintenance	1,187,680	910,255	1,048,872	771,894
Capital	10,000	10,000	20,400	23,476
Total Expenditures	\$4,174,877	3,846,759	3810,510	3,262,783



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **500 – Control Operations Program**

Account	Description	Justification	Budget 2017-18
5101	Payroll – Full Time	Operations Manager (1) Lead Field Supervisor (1) Field Supervisor (3) Lead Vector Control Technician (2) Vector Control Technician II (7) Vector Control Technician I (15)	1,963,765
5102	Payroll – Seasonal	14 Seasonals 700 hours (890 max) per seasonal FTE 4.7	133,000
5105	Overtime	Budgeted in contingency reserve	20,000
5150.01	State Retirement	District Contribution to CalPERS – Classic Members	147,226
5155	Social Security	District Contribution is 6.2% of salary	131,024
5165	Medicare	District Contribution is 1.45% of salary	30,643
5170	Cafeteria Plan	Based on current election	514,872
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	18,006
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employees salary	18,662
6070	Office Supplies	General office supplies Printing supplies	5,000
6075	Postage	UPS/USPS mailing costs	500
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee Field Supervisor x2 Lead Technician	3,600
7000	Uniform Expense	Rental of department uniforms, towels, mats and lockers Uniforms for 26 staff @ 98.32/week = \$4,800 Mats - \$2,000/yr Envir/Energy Surcharge =\$580/yr 100 bath towels = \$672/yr 125 bar towels=\$420/yr Auto replace towel fee -\$620/yr Supervisor Shirts \$120/Sup (4) = \$480/yr	14,550
7050	Safety Expense	Personal Protection Equipment: Gloves, boots, safety glasses, Deet, Dog Shield etc.	12,000
7450	Equipment Parts & Supplies	Technician Sprayers (Murayama, B&G, Solo), Herd spreaders, parts and supplies	8,400
7600.01	State Required CEU	Certification exam application fees Make-up training expenses	2,500

DRAFT BUDGET

7600.02	Professional Development	In House Training CDs/DVDs, Equipment Certification Training IFA – Field Supervisor @ \$1,500 OSHA Training - \$250 for Safety Officer	4,750
7675	Contract Services	DBM Marlin Leasing	6,000
7700	Motor Fuel & Oils	Fuel and oils for department vehicles/equipment	55,000
7750	Operating Supplies	Routine operating and maintenance supplies to aide control efforts	9,400
7800	Control	Total control budget	770,500
7800.02	Chemical Control	Larvaciding/Adulticiding Products, Rodent Inspection Products, RIFA, Fly, Eye Gnat Control Products	
7800.03	Physical Control	Source reduction – Artesian Well Rebate; Xeripave; Vegetation Management (suburban /rural) , Fly Control	12,500
7850	Aerial Applications Rural	Larviciding and Adulticiding of Salton Sea Marsh Habitats and/or Duck Clubs. Aerial Adulticiding in response to WNV outbreak. Adulticiding: 12 hours Reserve Item Larviciding: 24 hours Aerial hours - Salton Sea Aviation (\$1,400/hr)	82,500
7850	Aerial Applications Urban	Aerial services for larviciding for Aedes egypti in urban areas	63,000
8415	Operations Equipment	Micronair AU 6539 Atomisers for Aerial Adulticide - \$5000 Maruyama – 4 – \$3,200 Birchmeier – 4 - \$1,640	10,000
9000	Contingency Expense	Based on risk assessment	154,980

2017-18 SEASONAL HIRING SCHEDULE

PROGRAM	PERIOD	NUMBER
C.C. Eye Gnat / Agri. Disposable Fly Traps	7/1 – 11/18/2017	8
C.C. Eye Gnat / Agri. Disposable Fly Traps	3/1 – 6/30/2018	6

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 580 – ABATEMENT/SOURCE REDUCTION

PROGRAM DESCRIPTION

The Abatement Expense department supports the costs associated with the abatement procedure such as court filing fees and contract services to provide corrective measures to abated property such as pool draining and yard cleaning to reduce health and safety hazards.

EXPENDITURE SUMMARY

580 – ABATEMENT	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Personnel	0	0	0	0
Operations & Maintenance	5,000	0	0	0
Capital	0	0	0	0
Total Expenditures	32,500	0	0	0

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund
 Program **580 – Abatement**

Account	Description	Justification	Budget 2017-18
6105	Legal Services/ Filing Fees	Legal fees/ filing fees concerning abatement	1,000
7675	Contract Services	Expenses of contract services to provide corrective actions to abated property, if needed.	2,000
7800	Physical Control	Source reduction – Artesian Well Rebate; Xeripave; Vegetation Management (suburban /rural) , Fly Control	2,000

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 600 – RESEARCH PROGRAM**

PROGRAM DESCRIPTION

BACKGROUND:

The District has had a long beneficial relationship with the vector control researchers from universities and other state/federal organizations. The purpose of research funded by the District is to develop and evaluate applied vector and vector-borne disease surveillance and/or integrated vector management (IVM) strategies. These projects ultimately improve the District's operations and surveillance programs and make the best use of the District's financial resources. Funded research leaves a legacy of knowledge in the form of publications and presentations that can be used by mosquito control districts in California, nationally, and around the world.

COLLABORATIVE RESEARCH PROJECTS

The goal of the collaborative research projects will be to develop and evaluate applied vector and vector-borne disease surveillance and/or integrated vector management (IVM) strategies. Funded projects should improve CVMVCD's operations and surveillance programs and make best use of the District's financial resources.

Listed below are CVMVCD's research interests for 2017-18:

CVMVCD Research Interests

These are the general interests of CVMVCD. Projects should address at least one of the following:

1. Arbovirus transmission cycles and environmental factors experienced in the Coachella Valley that may enhance the amplification of arboviruses within these cycles.
2. Implementation of newly emerging physical and chemical control methods for mosquito control in the Coachella Valley.
3. Implementation of newly emerging mosquito surveillance methods in the Coachella Valley.
4. Development and application of novel control strategies for the red imported fire ant, *Solenopsis invicta*, in Coachella Valley urban habitats.
5. Development and application of novel surveillance and control strategies for synanthropic flies (e.g., eye gnats, house flies, filth flies) in rural and urban habitats in the Coachella Valley.

Specific Interests:

CVMVCD is highly interested in projects that address specific control issues in the Coachella Valley. Examples of these are, but are not limited to:

1. Implementation of novel mosquito or arbovirus surveillance methods or enhancement of current surveillance methods in the Coachella Valley.
 - a. *Aedes* mosquitoes and their associated arboviruses
 - i. This is of particular interest this cycle. *Ae. aegypti* were discovered in one of our cities May 9, 2016
 - b. *Culex quinquefasciatus* and *Cx. tarsalis*
 - c. West Nile Virus, St. Louis Encephalitis virus, Western Equine Encephalomyelitis virus

2. Development and implementation of novel or enhanced physical, chemical, and biological control methods targeting at least one of the following:
 - a. Mosquitoes (primarily *Cx.tarsalis*, *Cx. quinquefasciatus*, *Ae. aegypti*)
 - b. Red imported fire ants, *Solenopsis invicta*
 - c. Synanthropic flies (e.g. eye gnats, house flies, filth flies)

3. Analysis of environmental factors experienced in the Coachella Valley that may influence the amplification of arbovirus transmission with suggested operational strategies to minimize transmission.

RFP will be issued in the summer of 2017

**ALLOCATION TO THE AMERICAN MOSQUITO CONTROL ASSOCIATION (AMCA)
MOSQUITO RESEARCH FOUNDATION (MRF)**

SUMMARY – The Mosquito Research Foundation is devoted to funding needed research to enhance the understanding of the ecology of mosquitoes and the epidemiology of the diseases that they transmit. The MRF has moved from being an independent granting agency to being governed through the American Mosquito Control Association in 2017. Currently one member from the District serves on the committee which is reviewing the guidelines and proposals.

POTENTIAL BENEFITS – Helping support the MRF allows more projects impacting mosquito control in the United States to be funded than what the District alone can fund.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund
Program **600 – Research**

Account	Description	Justification	Budget 2017-18
8510.00	Research Projects	Funds available for research	120,000

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 601 – USDA COOP AGREEMENT

PROGRAM DESCRIPTION

BACKGROUND:

The District has had beneficial relationship with the United States Department of Agriculture (USDA). A group of investigators at the USDA Center for Medical, Agricultural and Veterinary Entomology (CMAVE) conduct research to evaluate vector control strategies in hot, arid environments with the main goal of finding methods to protect US soldiers overseas from vectors and vector borne diseases. Their research is funded by the Department of Defense Deployed Warfighter Program. The USDA CMAVE researchers selected our District to investigate vector control strategies because of the environmental similarity to locations in the Middle East, as well as the District's staff and facility to assist in research. The District provides labor, materials, and laboratory space to assist in the research projects. In return the District gets funds to compensate for the use of staff time and materials, funding for District staff to receive extra information in vector control by funding travel to conferences, up-to-date information on vector control methods in our desert environment, and the opportunity to work alongside from and learn from outstanding researchers.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **601 – USDA COOP Agreement**

Account	Description	Justification	Budget 2017-18
4530	USDA Reimbursement	Reimbursements for expenses encumbered by the District for research projects under Agreement No. 58-6036-5-003	35,000

Account	Description	Justification	Budget 2017-18
5101	Salaries & Wages	Principal Investigator(s) \$2,500 Professional Staff \$10,500 Support Staff \$8,000	21,000
7550	Materials & Supplies	Materials and supplies for research projects	8,000
7600	Travel Expenses	Domestic travel	6,000

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2017-18
PROGRAM 602 – LABORATORY TESTING**

PROGRAM DESCRIPTION

BACKGROUND:

The District began testing mosquito samples for the three most common arboviruses of public health concern in California, St Louis Encephalitis virus (SLE), Western Equine Encephalitis virus (WEE) and West Nile virus (WNV) at the District's expanded laboratory in late 2014. The District tested about 4,500 mosquito samples in 2016. The District has the capability to test more samples with the existing staff. The District has been in discussion with other nearby vector control agencies to perform testing of mosquito samples for these agencies. The CVMVCD would perform testing for the cost of materials and labor used. This would allow for these agencies to test mosquito samples at a lower cost than sending them to the UC Davis Arbovirus Research and Training (DART) group. The testing at CVMVCD would also test for WEE, SLE and WNV, which is beneficial because some Districts that test samples at their facilities only test samples for WNV. If the District tests more samples then the cost of testing will stay low as more samples tested per plate makes the testing process cheaper per sample. However, the District only wants to test samples for a few smaller agencies as too many samples would increase labor. This will be the 2nd year for testing samples and future testing plans will be based on insight gained from experience from this year.

Goal to Test 1,000 samples

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **602 – Laboratory Testing**

Account	Description	Justification	Budget 2017-18
4530	Reimbursement	Reimbursements for testing	12,000

Account	Description	Justification	Budget 2017-18
5101	Salaries & Wages	1000 samples tested – \$7.50/Sample	7,500
7550	Materials & Supplies	Materials and supplies \$6.50/Sample	6,500

DRAFT BUDGET
 Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
Revenue					
4000.01.000	Current Secured	3,698,334	3,522,223	3,471,809	3,292,249
4010.01.000	Current Supplemental	30,000	30,000	60,460	47,521
4020.01.000	Current Unsecured	141,427	134,692	149,791	140,463
4030.01.000	Homeowners Tax Relief	46,936	44,701	41,473	41,930
4070.01.000	Prior Supplemental	18,500	18,500	21,224	19,972
4080.01.000	Prior Unsecured	7,000	7,000	8,163	8,163
4090.01.000	Redevelopment Pass-Thru	4,260,487	4,057,606	3,980,829	3,859,864
4520.01.000	Interest Income - LAIF/CDs/County & Bank	100,000	50,000	65,241	67,304
4530.01.000	Other Miscellaneous Receipts	16,000	16,000		23,450
4530.01.601	USDA Reimbursement	35,000	35,000	26,287	
4530.01.602	Outside Testing Reimbursement	12,000	12,000	7,712	
4551.01.000	Benefit Assessment Income	1,620,638	1,441,381	1,456,060	955,039
Total Operations Revenue		9,986,321	9,369,103	9,289,049	8,455,956

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
200 - Administration					
5101.01.200	Payroll - Full Time	713,728	697,329	719,330	751,790
5105.01.200	Overtime	1,000	1,000	287	-
5150.01.200	State Retirement	85,668	83,292	101,206	114,434
5155.01.200	Social Security	44,251	43,234	40,703	42,161
5165.01.200	Medicare	10,349	10,111	10,784	11,408
5170.01.200	Cafeteria Plan	165,799	149,584	146,350	126,885
5180.01.200	Deferred Compensation	27,300	26,673	23,852	33,637
5195.01.200	Unemployment Insurance	3,906	3,038	4,051	3,472
6050.01.200	Dues & Memberships	2,500	1,500	1,552	1,104
6060.01.200	Reproduction & Printing	1,000	1,000	858	218
6070.01.200	Office Supplies	9,000	9,000	8,599	9,824
6095.01.200	Professional Fees	50,000	30,000	19,842	52,916
6110.01.200	Conference Travel			0	
6110.01.200.01	MVCAC Committee Assignments	2,400	4,400	3,195	2,576
6110.01.200.02	Annual Conference Expense	2,400	2,400	2,070	1,502
7000.01.200	Uniform Expense	500	500	240	260
7050.01.200	Safety Expense	1,000	500	800	91
7600.01.200	Staff Training			0	
7600.01.200.01	State Required CEU	800	800	0	209
7600.01.200.02	Professional Development	12,000	12,000	10,947	12,546
7675.01.200	Contract Services	7,000	7,000	6,081	6,510
7700.01.200	Motor Fuel & Oils	700	700	584	563
8415.01.200	Administrative Capital Outlay	5,000	4,000	2,876	349
8470.01.200	Furniture & Equipment	5,000	10,000	2,740	391

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
Program 200 Totals		1,151,301	1,098,061	1,106,948	1,172,754

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
210 - Information Technology					
5101.01.210	Payroll - Full Time	292,395	284,698	307,844	291,916
5105.01.210	Overtime	500	500	427	-
5150.01.210	State Retirement	30,634	29,847	29,650	38,860
5155.01.210	Social Security	18,129	17,651	18,494	17,968
5165.01.210	Medicare	4,240	4,128	4,740	4,503
5170.01.210	Cafeteria Plan	27,602	21,245	21,627	21,807
5180.01.210	Deferred Compensation	11,184	10,890	9,757	9,558
5195.01.210	Unemployment Insurance	1,301	1,301	1,736	1,302
6050.01.210	Dues & Memberships	1,600	1,400	40	1,319
6060.01.210	Reproduction & Printing	1,600	300	1,352	267
6070.01.210	Office Supplies	500	500	510	200
6080.01.210	Computer & Network Systems	5,000	5,400	4,099	6,617
6095.01.210	Professional Fees	2,000	3,500	373	2,338
6110.01.210	Conference Travel				
6100.01.210.01	MVCAC Committee Assignments	400	1,600	0	382
6110.01.210.02	Annual Conference Expense	1,200	1,200	313	902
6410.01.210	Telecommunications	11,300	25,400	23,191	13,678
7000.01.210	Uniform Expense	200	200	231	149
7150.01.210.01	IT Communications	36,200	22,500	20,782	27,933
7350.01.210	Permits, Licenses & Fees	6,000	5,200	2,593	5,961
7570.01.210	Green Pool Surveillance	22,000	25,000	17,496	16,200
7600.01.210.02	Professional Development	2,100	4,200	106	1,207
7675.01.210	Maintenance Contracts	51,000	51,460	48,001	40,562
8415.01.210	IT Capital Outlay	26,000	6,400	0	

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
8415.01.210	Transfer to IT Capital Budget	(26,000)	(6,400)	0	(140,000)
8900.01.210	Transfer to IT Capital Replacement	67,792			
Program 210 Totals		594,877	518,120	513,363	503,630

DRAFT BUDGET
 Coachella Valley Mosquito and Vector Control District
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 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
215 - Public Outreach					
5101.01.215	Payroll - Full Time	321,491	319,701	327,492	255,066
5103.01.215	Temporary Services	-	-	560	-
5105.01.215	Overtime	6,000	4,300	4,000	1,032
5150.01.215	State Retirement	30,738	30,409	29,315	31,595
5155.01.215	Social Security	19,932	19,821	19,793	16,258
5165.01.215	Medicare	4,662	4,636	4,973	3,855
5170.01.215	Cafeteria Plan	73,435	82,585	80,878	77,437
5180.01.215	Deferred Compensation	12,297	12,229	10,925	9,466
5195.01.215	Unemployment Insurance	1,736	1,736	2,600	1,843
6060.01.215	Reproduction & Printing	20,000	21,000	21,000	8,538
6070.01.215	Office Supplies	2,000	2,000	1,822	610
6075.01.215	Postage	2,000	2,000	2,230	-
6110.01.215	Conference Travel			0	
6110.01.215.01	MVCAC Committee Assignments	2,800	2,800	1,767	1,699
6110.01.215.02	Annual Conference Expense	1,200	1,200	1,604	1,479
6130.01.215	Special Events & Promotions			0	
6210.01.215	Promotion & Education	20,000	20,000	17,449	21,783
6220.01.215	Public Outreach Advertising	40,000	40,000	35,398	36,817
7000.01.215	Uniform Expense	600	600	124	325
7600.01.215	Staff Training			0	
7600.01.215.01	State Required CEU	200	-	0	229
7600.01.215.02	Professional Development	2,800	2,800	2,814	3,097
7700.01.215	Motor Fuel & Oils	700	700	0	563
8415.01.215	Public Outreach Equipment	600	1,500	1,355	312

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
8415.13.215	Capital Budget	20,000	12,000	0	
8415.13.215	Capital Budget	(20,000)	(12,000)		
Program 215 Totals		563,191	570,017	566,099	472,004

Coachella Valley Mosquito and Vector Control District
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 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
225 - District Wide					
5150.01.225	CalPERS Employer Payment of Unfunded Liability	103,215	98,586	95,099	95,055
5172.01.225	Retiree Healthcare	342,420	342,420	342,236	318,355
5250.01.225	Tuition Reimbursement	15,000	20,000	16,858	8,456
5300.01.225	Employee Incentive	6,000	10,000	4,329	6,481
5301.01.225	Employee Support	4,000	4,000	4,129	4,744
5302.01.225	Wellness Program	2,500	5,000	438	275
5305.01.225	Employee Assistance Program	2,800	2,800	2,699	2,708
6000.01.225	Property & Liability Insurance	113,647	95,402	95,402	43,013
6001.01.225	Workers' Compensation Insurance	252,350	144,461	144,461	143,650
6050.01.225	Corporate Dues & Memberships	19,000	19,000	24,845	18,699
6065.01.225	Recruitment/Advertising	4,000	4,000	2,721	6,539
6075.01.225	Postage	3,000	3,000	2,826	3,113
6085.01.225	Bank Service Charges	200	200	64	154
6090.01.225	Local Agency Formation Commission	1,100	1,000	1,044	851
6095.01.225	Professional Fees	20,000	20,000	18,784	16,340
6100.01.225.0	Attorney Fees - General	50,000	60,000	32,606	50,189
6100.01.225.1	Attorney Fees - Labor Relations Issues	20,000	20,000	20,000	8,947
6100.01.225.2	Attorney Fees - Personnel	10,000	10,000	8,543	8,774
6106.01.225	HR Risk Management	4,500	4,500	4,365	4,365
6110.01.225	Conference Expense	-	-	0	-
6200.01.225	Meetings Expense	2,000	3,000	1,094	2,250
6400.01.225	Utilities	105,000	105,000	102,020	99,221
6500.01.225	Benefit Assessment Expense	88,440	88,440	89,000	88,768
7100.01.225	Physician Fees	5,000	10,000	1,248	4,093
7600.01.225.01	State Certification Fees	6,000	6,000	4,680	6,820

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
7600.01.225.02	District Wide Professional Training	5,000	5,000	3,500	1,517
Program 225 Totals		1,185,172	1,081,809	1,019,491	942,076

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
250 - Trustees					
5155.01.250	Social Security	818	818	818	775
5165.01.250	Medicare	191	191	191	181
5195.01.250	Unemployment Insurance	818	818	727	775
6110.01.250	Trustee Travel	16,800	16,800	12,696	14,089
6115.01.250	In-Lieu	13,200	13,200	13,200	12,500
6120.01.250	Trustee Support	4,000	4,000	3,920	4,045
7000.01.250	Uniform Expense	500	500	0	338
Program 250 Totals		36,328	36,328	31,553	32,703

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
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 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
300 - Fleet Maintenance					
5101.01.300	Payroll - Full Time	218,899	214,646	219,792	218,646
5105.01.300	Overtime	1,500	1,500	35	130
5150.01.300	State Retirement	16,599	16,187	8,315	7,598
5155.01.300	Social Security	13,572	13,308	13,859	13,736
5165.01.300	Medicare	3,174	3,112	3,241	3,236
5170.01.300	Cafeteria Plan	57,504	54,416	53,022	53,180
5180.01.300	Deferred Compensation	2,499	2,450	2,168	2,206
5195.01.300	Unemployment Insurance	1,302	1,302	1,736	1,302
6070.01.300	Office Supplies	200	200	56	13
7000.01.300	Uniform Expense	1,500	1,500	1,423	1,514
7050.01.300	Safety Expense	1,250	1,250	2,531	1,578
7350.01.300	Permits	2,400	2,500	1,966	1,390
7400.01.300	Vehicle Parts & Supplies	16,000	19,000	19,511	21,585
7400.01.300.01	Vehicle Parts & Supplies - Outside Service			0	-
7400.01.300.02	Specialty Vehicle Parts & Supplies	8,200	9,500	9,918	12,399
7400.01.300.03	Tire Services	4,800			
7420.01.300	Offsite Vehicle Maintenance & Repair	6,000	7,500	6,465	4,998
7450.01.300	Equipment, Application Parts & Supplies	4,100	3,600	2,083	3,498
7500.01.300	Small Tools, Furniture & Non-Capital Equipment	1,200	1,000	1,126	803
7600.01.300	Staff Training			0	
7600.01.300.01	State Required CEU	1,000	-	0	206
7600.01.300.02	Professional Development	2,400	2,400	372	2,499
7675.01.300	Maintenance Contracts	17,700	15,300	7,392	
7700.01.300	Motor Fuel & Oils	1,000	1,000	951	986
8415.01.300	Non-Capitalized Equipment	4,400	-	0	

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
8900.01.300	Transfer to Vehicle Replacement Fund	79,992			
Program 300 Totals		467,191	371,671	355,962	357,723

Coachella Valley Mosquito and Vector Control District
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DRAFT BUDGET

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
305 - Building Grounds & Maintenance					
5101.01.305	Payroll - Full Time	105,213	98,235	99,261	94,292
5105.01.305	Overtime	1,000	1,000	3,643	5,274
5150.01.305	State Retirement	8,052	7,478	7,072	5,009
5155.01.305	Social Security	6,523	6,091	6,393	6,192
5165.01.305	Medicare	1,526	1,424	1,495	1,424
5170.01.305	Cafeteria Plan	42,252	40,134	39,476	31,721
5180.01.305	Deferred Compensation	-	-	0	-
5195.01.305	Unemployment Insurance	868	868	1,157	868
6070.01.305	Office Supplies	-	-	0	-
7000.01.305	Uniform Expense	3,300	2,200	3,118	3,083
7050.01.305	Safety Expense	1,300	1,300	399	434
7200.01.305	Maintenance Supplies	4,000	3,500	4,511	3,728
7300.01.305.01	Repair & Maintenance - Bio, Lab & Tank Room	10,000	10,000	8,480	8,694
7300.01.305.02	Repair & Maintenance - Admin	5,000	5,000	5,201	5,113
7300.01.305.03	Repair & Maintenance - Ops	5,000	5,000	4,822	1,737
7300.01.305.04	Repair & Maintenance - Shop & Grounds	16,000	16,000	19,984	19,485
7300.01.305.05	Repair & Maintenance - Special Projects	5,000	10,000	4,676	9,132
7300.01.305.06	Repair & Maintenance - Solar Panel Maintenance	1,000	4,000	2,818	-
7350.01.305	Permits, Licenses & Fees	2,000	2,000	1,033	1,833
7500.01.305	Small Tools	500	3,000	50	416
7600.01.305	Staff Training			0	
7600.01.305.01	State Required CEU	1,000	400	0	178
7600.01.305.02	Professional Development	1,500	1,500	0	25
7650.01.305	Equipment Rentals	1,000	1,000	1,030	1,018
7750.01.305	Contract Services	69,400	72,400	68,216	

Coachella Valley Mosquito and Vector Control District
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 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
7700.01.305	Motor Fuel & Oils	800	800	728	704
8900	Transfer to Thermal	44,750			
Program 305 Totals		336,984	293,331	283,563	285,897

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
400 - Surveillance, Integrated Vector & Quality Control					
5101.01.400	Payroll - Full Time	804,107	785,409	754,809	862,274
5102.01.400	Payroll - Seasonal	34,800	-	6,098	-
5103.01.400	Interns	6,900			
5105.01.400	Overtime	12,000	12,000	4,754	9,525
5150.01.400	State Retirement	68,208	66,059	46,506	82,335
5155.01.400	Social Security	51,841	48,695	46,980	55,633
5165.01.400	Medicare	12,124	11,388	13,912	13,161
5170.01.400	Cafeteria Plan	149,497	157,194	153,090	165,137
5180.01.400	Deferred Compensation	21,867	21,477	19,181	23,711
5195.01.400	Unemployment Insurance	6,076	3,906	4,685	4,340
6050.01.400	Dues & Memberships	430	400	195	144
6070.01.400	Office Supplies	1,200	1,000	968	624
6075.01.400	Postage	2,500	1,000	2,447	1,195
6095.01.400	Professional Services	-	15,730	0	
6110.01.400	Conference Expenses	-	-	0	-
6110.01.400.01	MVCAC Committee Assignments	4,000	3,200	2,988	1,527
6110.01.400.02	Annual Conference Expense	4,800	4,800	2,518	2,729
7000.01.400	Uniform Expense	3,300	3,000	3,138	2,218
7050.01.400	Safety Expense	5,000	5,000	2,079	5,233
7310.01.400	Maintenance & Calibration	8,000	13,300	7,209	5,762
7350.01.400	Permits	2,100	2,100	2,726	2,248
7450.01.400	Equipment Parts & Supplies	7,000	7,000	8,812	8,588
7550.01.400	Lab Operating Supplies	16,000	23,700	17,161	19,235
7575.01.400	Surveillance	-	-	0	-
7575.01.400.02	External Mosquito PCR	-	-	587	

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
7575.01.400.03	External Chicken Sera ELISA	-	-	0	5,715
7575.01.400.04	Internal Mosquito PCR	32,500	28,900	32,822	21,678
7575.01.400.05	Internal Chicken Sera ELISA/Vectest	-	-	0	1,343

DRAFT BUDGET
 Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
7575.01.400.06	Sentinel Chickens	-	-	0	-
7575.01.400.07	Surveillance Traps & Parts	6,000	22,000	25,147	3,942
7600.01.400	Staff Training			0	-
7600.01.400.01	State Required CEU	1,050	50	233	1,080
7600.01.400.02	Professional Development	11,100	12,000	11,639	15,375
7700.01.400	Motor Fuel & Oils	15,000	20,000	15,936	21,124
8415.01.400	Capital Outlay	15,000	7,300	14,839	
Program 400 Totals		1,302,400	1,276,608	1,201,460	1,338,375

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
500 - Control Operations					
5101.01.500	Payroll - Full Time	1,963,765	1,968,395	1,797,992	1,735,319
5102.01.500	Payroll - Seasonal	133,000	189,600	159,695	22,709
5105.01.500	Overtime	20,000	10,000	11,150	11,710
5150.01.500	State Retirement	147,226	146,789	120,537	76,855
5155.01.500	Social Security	131,024	128,662	117,909	111,000
5165.01.500	Medicare	30,643	30,090	28,343	25,959
5170.01.500	Cafeteria Plan	514,872	481,468	468,898	457,581
5180.01.500	Deferred Compensation	18,006	19,574	17,513	13,234
5195.01.500	Unemployment Insurance	18,662	16,926	19,200	13,046
6070.01.500	Office Supplies	5,000	2,500	5,627	3,344
6075.01.500	Postage	500	250	0	-
6110.01.500	Conference Expense			0	-
6110.01.400.01	MVCAC Committee Assignments			0	
6110.01.400.02	Annual Conference Expense	3,600	3,600	3,085	1,788
7000.01.500	Uniform Expense	14,550	11,275	13,839	11,764
7050.01.500	Safety Expense	12,000	12,000	14,023	19,082
7450.01.500	Equipment Parts & Supplies	8,400	10,700	8,077	11,394
7600.01.500	Staff Training	-	-	0	-
7600.01.500.01	State Required CEU	2,500	2,500	100	3,003
7600.01.500.02	Professional Development	4,750	4,750	5,053	4,507
7675.01.500	Contract Services	6,000	6,000	4,374	4,957
7700.01.500	Motor Fuel & Oils	50,000	50,000	39,870	46,403
7750.01.500	Operating Supplies	9,400	7,500	8,514	6,989

Coachella Valley Mosquito and Vector Control District
DRAFT BUDGET
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
7800.01.500	Control Products			0	
7800.01.500.02	Chemical Control	770,500	665,000	814,955	615,904
7800.01.500.03	Physical Control	-	12,500	0	-
7850.01.500.02	Aerial Applications - Rural	82,500	50,400	70,464	42,758
7850.01.500.03	Aerial Applications - Urban	63,000	75,280	60,890	
8415.01.500	Non-Capitalized Equipment	10,000	20,400	20,400	23,476
9000.01.000	Contingency	154,980			
Program 500 Totals		4,174,877	3,926,159	3,810,510	3,262,782

DRAFT BUDGET
 Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
580 - Abatement					
6105.01.580	Legal Services / Filing Fees	1,000			
7675.01.580	Contract Expense	2,000	-	0	-
7800.01.500.03	Physical Control	2,000	-	0	-
Program 580 Totals		5,000	-	0	-
600 - Research					
8510.01.600.00	Research Projects	120,000	150,000	116,504	133,564
8510.01.600.02	In House Research	-	-	0	-
8510.01.600.03	MRF	-	-	0	-
Program 600 Totals		120,000	150,000	116,504	133,564
601 - USDA COOP Agreement					
5101.01.601	Salaries & Wages	21,000	21,000		
7550.01.601	Materials & Supplies	8,000	8,000	13	-
7600.01.601	Travel Expenses	6,000	6,000	0	-
Program 601 Totals		35,000	35,000	13	-
602 - Laboratory Testing					
5101.01.601	Salaries & Wages	7,500	7,500	4,820	
7550.01.601	Materials & Supplies	6,500	4,500	2,892	-
8510.01.600.03	MRF	-	-	0	-
Program 602 Totals		14,000	12,000	7,712	-

DRAFT BUDGET
 Coachella Valley Mosquito and Vector Control District
 43-420 Trader Place
 Indio, CA 92201

Number	Account Description	Proposed Budget	Revised Budget	Estimated Actual	Actual
		2017-2018	2016-2017	2016-2017	2015-2016
TOTAL Operations Expenses		9,986,321	9,369,104	9,013,179	8,501,507
<i>Total Operations Revenue Less Expenses</i>		0	(1)	275,871	(45,551)

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
Facility Capital Improvement Budget

	<u>Proposed Budget 2017-2018</u>	<u>Revised Budget 2016-2017</u>	<u>Estimated Actual 6/30/2017</u>	<u>Actual 2015-2016</u>
Beginning Fund Balance	-	-	-	-
REVENUE				
	-	-	-	-
	-	-	-	-
	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENSES				
6095 Professional Fees	25,000	10,000	496	5,948
8415 Equipment Capital Outlay		-		
8463 Interior Upgrade	150,000	80,000	49,897	
8487 Facility Improvements	25,000	100,000		74,890
9000 Contingency				
TOTAL EXPENSES	200,000	190,000	50,393	80,838
Total Revenue Less Expense	<u>(200,000)</u>	<u>(190,000)</u>	<u>(50,393)</u>	<u>(80,838)</u>
Ending Fund Balance	-	-	-	-

**FUND 11 – DISTRICT FACILITY CAPITAL IMPROVEMENT FUND
CAPITAL BUDGET 2017-18
PROGRAM 800 – FACILITY CAPITAL IMPROVEMENT BUDGET**

PROGRAM DESCRIPTION

This program details capital expenditures for ongoing improvements at the District’s Indio Facility.

Project IF33 – Server Room Relocation & Old Lab Office Reorganization

EXPENDITURE SUMMARY

800 – FACILITY CAPITAL IMPROVEMENT BUDGET	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Capital Expenditures	200,000	120,000	50,393	80,838
Total Expenditures	<u>\$ 200,000</u>	120,000	50,393	<u>\$80,838</u>

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 11 – District Facility Capital Improvement Fund
Program **800 – DISTRICT FACILITY CAPITAL IMPROVEMENT**

Account	Description	Justification	Budget 2017-18
6095	Professional Fees	Design, permits	25,000
8463	Interior Equipment Upgrade	IF33 – Furniture	25,000
8487	Building Improvements	IF33 – Server Room Relocation & Office Space construction	150,000

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
Thermal Facility Remediation Fund

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
Beginning Fund Balance	449,422	428,534	429,276	366,005
REVENUE				
Income from Lease	16,185	16,185	15,853	15,979
Interest	3,000	2,000	3,000	2,542
Transfers From Operating Budget				
Transfer From General Operating Fund	44,750	44,750	44,750	44,750
TOTAL REVENUE	63,935	62,935	63,603	63,272
EXPENSES				
Professional Fees			37,963	
Maintenance			5,494	
Capital	50,000			
TOTAL EXPENSES	50,000	-	43,457	-
Total Revenue Less Expense	13,935	62,935	20,146	63,272
Ending Fund Balance	463,357	491,469	449,422	429,276

FUND 12 – THERMAL REMEDIATION FUND BUDGET 2017-18
PROGRAM 900 – DISTRICT THERMAL FACILITY REMEDIATION FUND

PROGRAM DESCRIPTION

This program details capital expenditures for ongoing improvements at the District’s Thermal Facility. In FY2008-09, substantial funds were used to finance a remediation action plan that included capping the soil with asphalt. One of the recommendations from the engineering firm hired to design the remedial action plan was to repair or repave the whole area every 10 years. Estimated cost based on today’s valuation is \$450,000; increase by CPI of 3 % the estimated liability is \$605,000. Revenue to fund this includes a transfer from the General Fund of \$44,750 and Rental Income from the lease with the current occupiers, both annually increased by CPI.

BUDGET SUMMARY

900 – DISTRICT THERMAL FACILITY REMEDATION FUND	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Beginning Fund Balance – Thermal Reserve	449,422	428,534	429,276	366,005
Revenue & Transfer from General Fund	63,935	62,935	62,935	63,272
Expenditure	50,000	0	43,457	0
Ending Fund Balance – Thermal Reserve	463,357	491,469	449,422	429,276

Element Objective and Strategy: The objective of the Thermal Facility Capital Improvement Plan is enhancing the quality of life for the community through fiscally responsible funding of the remediation and maintenance program. Our strategy is to fund the continual lifetime remediation maintenance obligation over a continual ten year period.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 12 – Thermal Remediation Fund

Program **900 – DISTRICT THERMAL FACILITY REMEDIATION FUND****Revenue**

Account	Description	Justification	Budget 2017-18
4900	Transfer from Gen Fund	Transfer from General Operating Fund	44,750
4520	Interest	Interest from investments	3,000
4530	Miscellaneous Receipts	Lease agreement with Coachella Unified School District	16,185

Expenditure

Account	Description	Justification	Budget 2017-18
8415	Paving	Asphalt paving of north east section of yard	50,000

DRAFT BUDGET
Coachella Valley Mosquito and Vector Control District
Equipment Budget

	Proposed Budget 2017-2018	Revised Budget 2016-2017	Estimated Actual 6/30/2017	Actual 2015-2016
Beginning Fund Balance	957,906	1,292,345	1,235,432	1,405,151
REVENUE				
	-	-	-	
Interest	7,000	4,000	7,000	7,384
Sale of Assets	18,000	18,000	-	
Misc.	-	-	-	
Transfers From Operating Budget IT	67,792	-	-	
Transfers From Operating Budget - Vehicles	79,992	-	-	
TOTAL REVENUE	172,784	22,000	7,000	7,384
EXPENSES				
8415 Capital Outlay - IT	26,000	12,000	88,845	12,626
8415 Capital Outlay - Public Outreach	15,000	5,000	228	
8415 Capital Outlay - Fleet	540,000	200,000	195,453	164,939
8463 Interior Equipment				
TOTAL EXPENSES	581,000	217,000	284,527	177,564
Total Revenue Less Expense	(408,216)	(195,000)	(277,527)	(170,181)
Ending Fund Balance	549,690	1,097,345	957,906	1,234,970

FUND 13 – CAPITAL REPLACEMENT FUND BUDGET 2017-18
PROGRAM – INFORMATION TECHNOLOGY, FLEET, FACILITIES,
OPERATING AND LAB EQUIPMENT

PROGRAM DESCRIPTION

The Capital Replacement Fund Budget Program is tasked with the purchasing, replacement and upgrade of all District facilities, property, vehicles, information technology equipment and major software.

EXPENDITURE SUMMARY

FLEET, FACILITIES, OPERATING & LAB EQUIPMENT	2017-18 Proposed Budget	2016-17 Revised Budget	2016-17 Estimated Actual	2015-16 Actual
Beginning Fund Balance	957,906	1,292,345	1,235,432	1,405,151
Revenue	25,000	22,000	4,000	7,383
Transfers from General Fund	147,784	0	0	0
Capital Expenditure	586,000	217,000	284,527	90,521
Ending Fund Balance	544,690	1,097,345	957,906	1,234,970

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund
Revenue

Description	Justification	Budget Amount 2017/2018
Bank Interest	Interest from Equipment Replacement Fund	7,000
Sale of Assets	6 Vehicles	18,000
Transfer from General Fund	Computer Equipment Replacement	67,792
Transfer from General Fund	Vehicle Replacement – Annual Depreciation	79,992

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 210 – INFORMATION SYSTEMS

Account	Description	Justification	Budget 2017-18
8415	Capital Outlay	(3) Surface Tablets (3)mDP-to-HDMI & mDP-to-VGA Adapters (3) Docks (3) Ergonomic Keyboard and Mouse sets (3) HEX Surface Book Sleeves For: IT/GIS Analyst, IT/GIS Assistant & Vector Ecologist (4) HP Elite Desktops 800G2 (3) NEC MultiSync EA Monitors (1) INTEL Virtual Appliance Server (2) Cisco Catalyst 48-Port Switch For: Lab	26,000

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 215 – PUBLIC OUTREACH PROGRAM

Account	Description	Justification	Budget Amount 2016-17
8415	Capital Outlay	Website expansion \$15,000 Build out online vector curriculum for students 5,000	20,000

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 300 – FLEET MAINTENANCE

Account	Description	Justification	Budget 2017-18
8415	Capital Outlay	(17) Full-Size Light Duty Trucks (17) Vehicle Outfitting for new Light Duty Trucks (5) Utility Carts (1) Utility Trailer (1) Vehicle Diagnostic Scan Tool (23) Panasonic Mounting Solutions	540,000

DRAFT BUDGET

Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2017		From GF	6/30/2018	
GIS Toughbooks	150,959	75,480	48,486		5,398.73	53,885	71%
GIS Software	150,639	75,320	48,383		5,387.29	53,770	71%
IT Equipment	151,056	75,528	48,517	26,000.00	31,402.20	53,919	71%
IT Software	156,695	78,348	50,328		5,603.87	55,932	71%
Website	0	0	0	20,000.00	20,000.00	0	0%
Total	609,349	304,675	195,714		67,792.10	217,506	71%
Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2018		From GF	6/30/2019	
GIS	150,959	75,480	53,885		5,398.73	59,283	79%
GIS	150,639	75,320	53,770		5,387.29	59,158	79%
IT Equipment	177,056	88,528	53,919	30,000.00	38,652.20	62,571	71%
IT Software	156,695	78,348	55,932		5,603.87	61,536	79%
Website	20,000	10,000	0		2,500.00	2,500	25%
Total	635,349	317,675	217,506		57,542.10	242,548	76%
Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2019		From GF	6/30/2020	
GIS	150,959	75,480	59,283		5,398.73	64,682	86%
GIS	150,639	75,320	59,158		5,387.29	64,545	86%
IT Equipment	207,056	103,528	62,571	30,000.00	43,652.20	76,224	74%
IT Software	156,695	78,348	61,536		5,603.87	67,140	86%
Website	20,000	10,000	2,500		2,500.00	5,000	50%
Total	665,349	332,675	242,548		62,542.10	272,590	82%
Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2020		From GF	6/30/2021	
GIS	150,959	75,480	64,682		5,398.73	70,081	93%
GIS	150,639	75,320	64,545		5,387.29	69,932	93%
IT Equipment	237,056	118,528	76,224	30,000.00	51,152.20	97,376	82%
IT Software	156,695	78,348	67,140		5,603.87	72,744	93%
Website	20,000	10,000	5,000		2,500.00	7,500	75%
Total	695,349	347,675	272,590		70,042.10	310,132	89%
Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2021		From GF	6/30/2022	
GIS	150,959	75,480	70,081		5,398.73	75,480	100%
GIS	150,639	75,320	69,932		5,387.29	75,320	100%
IT Equipment	267,056	133,528	97,376	30,000.00	66,152.20	133,528	100%
IT Software	156,695	78,348	72,744		5,603.87	78,348	100%
Website	20,000	10,000	7,500		2,500.00	10,000	100%
Total	725,349	362,675	310,132		85,042.10	362,675	100%

Figure 1 IT Funding

Vehicles	Goal to fund Annual Depreciation Expense up to 50% of Accumulated Depreciation								
			Beginning					Ending	
Fiscal Year	Accumulated Depreciation	100 % Funded	Fund Balance	Purchases	Sales	Disposed Veh - Purchase Cost	Transfer from GF	Fund Balance	% Funded
FY2017-2018	1,340,536	670,268	762,192	540,000	18,000	345,900	79,992	320,184	48%
FY2018-2019	1,074,628	537,314	320,184	420,000	18,000	281,433	157,135	75,319	14%
FY2019-2020	1,105,472	552,736	75,319	180,000	18,000	126,291	217,135	130,454	24%
FY2020-2021	1,196,316	598,158	130,454	30,000	5,000	22,033	162,857	268,311	45%
FY2021-2022	1,337,140	668,570	268,311	0	0	0	162,857	431,168	64%
FY2022-2023	1,499,997	749,998	431,168	0	0	0	162,857	594,025	79%

Figure 2 Vehicle Funding

DRAFT BUDGET
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

Monthly Pay Schedule - Effective 1/1/17

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
VCT Trainee	2,064.86	2,168.10	2,276.50	2,390.33	2,509.84	2,635.34
Laboratory Technician	2,905.46	3,050.73	3,203.27	3,363.43	3,531.60	3,708.18
VCT I, Utility Worker	3,708.18	3,893.59	4,088.27	4,292.69	4,507.32	4,732.69
VCT II, Laboratory Asstistant I	4,507.32	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61
Mechanic I	4,732.69	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24
Lead VCT, Lab Assistant II, Mechanic II	4,969.32	5,217.79	5,478.68	5,752.61	6,040.24	6,342.25
Administrative Clerk	4,183.00	4,392.00	4,611.00	4,842.00	5,083.00	5,338.00
Accounting Technician I	4,287.00	4,502.00	4,727.00	4,963.00	5,212.00	5,472.00
Accounting Technician II	4,792.00	5,031.00	5,283.00	5,548.00	5,825.00	6,116.00
Public Outreach Coord, IT/GIS Assist	5,566.00	5,844.00	6,136.00	6,443.00	6,765.00	7,104.00
Biologist	5,852.00	6,144.00	6,452.00	6,774.00	7,113.00	7,468.00
Field Supervisor	6,786.00	7,125.00	7,482.00	7,856.00	8,250.00	8,662.00
Environmental Biologist, Vector Ecologist, IT/GIS Analyst, Lead Supervisor	7,125.00	7,482.00	7,856.00	8,250.00	8,661.00	9,094.00
Executive Assistant/Clerk of the Board	5,709.60	5,995.08	6,294.83	6,609.58	6,940.05	7,287.06
Human Resources Manager, IT Manager, Public Information Manager, Operations Manager, Lab Manager	7,551.37	7,928.94	8,325.39	8,741.65	9,178.74	
Admin/Finance Manager	7,824.37	8,215.59	8,626.37	9,057.69	9,510.57	
General Manager	12,037.50					

Educational Incentive Pay

Certificate	1%	Master's Degree	4%
Associate Degree	2%	Doctorate Degree	5%
Bachelor's Degree	3%		

Temporary - Out of Class 5%

FY2017-18 Engineers Report
 DRAFT BUDGET
 Benefit Assessment Revenue 50 cent Increments

	Rate	INCREASE in Rate	Total Revenue	Extra Revenue
Current Rate	\$9.15	0.00	\$1,454,143	0
	10.15	1.00	1,613,066	158,923
Proposed Rate	10.21	1.06	1,622,601	168,458
	11.15	2.00	1,771,989	317,846
	12.15	3.00	1,930,912	476,768
	13.15	4.00	2,089,834	635,691
	14.15	5.00	2,248,757	794,614
	15.15	6.00	2,407,680	953,537
	16.15	7.00	2,566,603	1,112,459
	17.15	8.00	2,725,526	1,271,382
	18.15	9.00	2,884,448	1,430,305
	19.15	10.00	3,043,371	1,589,228
	20.15	11.00	3,202,294	1,748,150
	21.15	12.00	3,361,217	1,907,073
Maximum	21.45	12.30	3,408,893	1,954,750

	Rate	DECREASE in Rate	Total Revenue	Extra Revenue
Current Rate	\$9.15	0.00	\$1,454,143	0
	8.65	(0.50)	1,374,682	(79,461)
	8.15	(1.00)	1,295,221	(158,923)
	7.65	(1.50)	1,215,759	(238,384)
	7.15	(2.00)	1,136,298	(317,846)
	6.65	(2.50)	1,056,836	(397,307)
	6.15	(3.00)	977,375	(476,768)
	5.65	(3.50)	897,914	(556,230)
	5.15	(4.00)	818,452	(635,691)
	4.65	(4.50)	738,991	(715,152)
	4.15	(5.00)	659,529	(794,614)
	3.65	(5.50)	580,068	(874,075)

SFE* Units 158922.8

* Single Family Equivalent

DRAFT BUDGET

Average age of replacement vehicles is 13 years in FY2017-18

#	VIN	Year	Make	Type	Purchase Cost	Age	Replacement Cost
1	1FTZF182XXKA63235	1999	FORD	PICKUP 4X4	\$18,580.00	18	30,000.00
2	1FMZU77E31UB98293	2001	FORD	SUV 4X4	\$24,803.00	16	30,000.00
3	1FTYR15EX5PA04610	2005	FORD	PICKUP 4X4	\$18,812.00	12	30,000.00
4	1FTRX14W85FB26473	2005	FORD	PICKUP 4X4	\$21,696.67	12	30,000.00
5	2FTRX18L23CB00220	2003	FORD	PICKUP 4X4	\$21,079.00	14	30,000.00
6	1FTRX14W65FB26472	2005	FORD	PICKUP 4X4	\$21,696.67	12	30,000.00
7	1GCEC14T81Z216098	2001	CHEVROLET	PICKUP 4X2	\$18,387.00	16	30,000.00
8	1FTRX14WX6KC17852	2006	FORD	PICKUP 4X4	\$23,218.10	11	30,000.00
9	1D7HE22K76S687639	2006	DODGE	PICKUP 4X2	\$18,561.00	11	30,000.00
10	2FTRX18L43CB00221	2003	FORD	PICKUP 4X4	\$21,079.00	14	30,000.00
11	1D7HE22K26S632435	2006	DODGE	PICKUP 4X2	\$18,837.00	11	30,000.00
12	1FTZR15E03TA43148	2003	FORD	PICKUP 4X4	\$18,812.00	14	30,000.00
13	1D7HE22K66S649223	2006	DODGE	PICKUP 4X2	\$19,048.00	11	30,000.00
14	1D7HE22K96S682698	2006	DODGE	PICKUP 4X2	\$19,048.00	11	30,000.00
15	1D7HE22K36S687640	2006	DODGE	PICKUP 4X2	\$21,584.43	11	30,000.00
16	1FTRX14W16KC17853	2006	FORD	PICKUP 4X4	\$23,218.10	11	30,000.00
17	1FTYR15E15PA04611	2005	FORD	PICKUP 4X4	\$17,440.00	12	30,000.00
					\$345,900		510,000.00

Average age of replacement vehicles is 12 years in FY2018-19

#	VIN	Year	Make	Type	Purchase Cost	Age	Replacement Cost
1	1FTZR15E62PB19396	2002	FORD	PICKUP 4X4	\$19,041.00	15	30,000.00
2	1FTYR11U41PA73333	2001	FORD	PICKUP 4X4	\$18,324.00	16	30,000.00
3	1FTRX14W98FB75010	2008	FORD	PICKUP 4X4	\$25,867.00	9	30,000.00
4	1GCDT196458259086	2005	CHEVROLET	PICKUP 4X4	\$23,960.00	12	30,000.00
5	1FTZR44U07PA28996	2007	FORD	PICKUP 4X2	\$14,912.00	10	30,000.00
6	1FTRX14W16KC29646	2006	FORD	PICKUP 4X4	\$23,218.10	11	30,000.00
7	1FTYR11U61PA73334	2001	FORD	PICKUP 4X4	\$18,324.00	16	30,000.00
8	1FDWX31545EA16953	2005	FORD	PICKUP 4X4	\$28,466.89	12	30,000.00
9	1FTRX14W28FB75009	2008	FORD	PICKUP 4X4	\$25,866.60	9	30,000.00
10	1FTZR44U47PA28998	2007	FORD	PICKUP 4X2	\$14,912.00	10	30,000.00
11	1FMEU73E56UB70880	2006	FORD	SUV 4X4	\$23,805.34	11	30,000.00
12	1FTZR44U27PA28997	2007	FORD	PICKUP 4X2	\$14,912.00	10	30,000.00
13	1FTZR44U97PA28995	2007	FORD	PICKUP 4X2	\$14,912.00	10	30,000.00
14	1FTZR44U67PA28999	2007	FORD	PICKUP 4X2	\$14,912.00	10	30,000.00
					\$281,433		420,000.00

DRAFT BUDGET

Average age of replacement vehicles is 10 years in FY2019-20

#	VIN	Year	Make	Type	Purchase Cost	Age	Replacement Cost
1	1FMEU73E76UB70881	2006	FORD	SUV 4X4	\$23,805.34	13	30,000.00
2	1FTZR44U77PA29000	2007	FORD	PICKUP 4X2	\$14,912.00	12	30,000.00
3	1G1ZT57N97F110462	2007	CHEVROLET	SEDAN 4X2	\$18,648.42	12	30,000.00
4	1FMEU51E18UB04014	2008	FORD	SUV 4X4	\$23,530.00	11	30,000.00
5	2D4GP44L46R857106	2006	DODGE	MINIVAN 4X2	\$24,945.03	13	30,000.00
6	1FTEX1EW2AKA20812	2010	FORD	PICKUP 4X4	\$20,450.00	9	30,000.00
					\$126,290.79		180,000.00

Average age of replacement vehicles is 12 years in FY2020-21

#	VIN	Year	Make	Type	Purchase Cost	Age	Replacement Cost
1	1FTWF33Y88EA02721	2008	FORD	PICKUP 4X4	\$22,033.12	12	30,000.00

FY2021-22 no vehicles planned to replace

FY2022-23 no vehicles planned to replace

COACHELLA VALLEY MOSQUITO & VECTOR CONTROL DISTRICT FINANCE POLICY			
Subject	Policy Number	Date Adopted	Date Revised
	2.13	11/19/2013	4/25/17
Response to External Forces on Revenue and Expenditure			

COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT OVERVIEW

The Coachella Valley Mosquito and Vector Control District was formed March 12, 1928 under Section 2000 et. seq. of the California Health and Safety Code. It is a special district established by the Riverside County Board of Supervisors primarily for controlling eye gnats. In 1951, the District added a program for mosquito control and in 1995 expanded to a full vector control agency. The District is governed by a Board of Trustees comprised of 11 members. Each of the nine cities of the Coachella Valley appoints a member and the County of Riverside appoints two members. The General Manager and Legal Counsel report to the Board. The Board meets monthly, every second Tuesday. The District is one of the largest mosquito abatement/vector control districts in California. It services the Coachella Valley, population approximately 410,000, with the District boundary encompassing 2,400 sq. miles. The operating budget is approximately \$9.4 million, funding comes from property taxes, pass through revenue and a Benefit Assessment. There is 59 full-time staff, increased with seasonal staff beginning early summer.

MISSION STATEMENT

“We are dedicated to enhancing the quality of life for our community by providing effective and environmentally sound vector control and disease prevention programs through research, development, and public awareness.”

CORE VALUES

- Protecting the public health from vector-borne disease transmission;
- Ensuring professional delivery of services;
- Maintaining high ethical standards and open communications;
- Being environmentally conscientious;
- Having efficient, effective, responsive operations;
- Maintaining a professional, technical, and skilled staff; and
- Being financially stable.

VISION STATEMENT

“We will continue to deliver integrated vector control services utilizing Best Management Practices.”

POLICY STATEMENT

The strategic goal for the Board of Trustees is to develop the capability to respond to external forces on revenue and expenditures including:

- a) Government regulations.
- b) Natural disasters.
- c) Market forces, such as changing property values.

REVENUE:

The District has three main sources of revenue:

1. **Ad Valorem Property Taxes** – based on property tax values
2. **Redevelopment agency – property tax increment** – based on property tax values
3. **Benefit Assessment** – can be raised and lowered between zero up to the maximum amount \$16 in 2005 per SFE (increased per year on CPI)

1. **AD VALOREM PROPERTY TAXES:** Receipts from property taxes are directly related to the Assessed Valuation of property in the District’s jurisdiction. In 2008 the Assessed Valuation decreased as did the District’s property tax receipts.
2. **REDEVELOPMENT AGENCY – PROPERTY TAX INCREMENT:** Following the Redevelopment Dissolution Act (ABX1 26) Pass Thru revenue has been replaced by RDA Property Tax Increment.
3. **BENEFIT ASSESSMENT:** The “Mosquito, Fire Ant and Disease Control Assessment” was authorized by an assessment ballot proceeding conducted in 2005 and approved by 74.19 percent of the weighted ballots returned by property owners. The assessment is levied to each assessable parcel in the District, based upon land use and size and is intended to completely cover the cost of providing mosquito abatement and vector control services within the District.

BENEFIT ASSESSMENT	RATE PER SFE		TOTAL REVENUE	EXTRA REVENUE
FY2016-17 Assessed Rate	9.15		1,443,320	
Plus \$1	10.15		1,601,060	157,740
Plus \$2	11.15		1,758,800	315,480
Plus \$3	12.15		1,916,540	473,220
Plus \$4	13.15		2,074,280	630,960
Plus \$5	14.15		2,232,020	788,700
Plus \$6	15.15		2,389,759	946,439
Plus \$7	16.15		2,547,499	1,104,179
Plus \$8	17.15		2,705,239	1,261,919
Plus \$9	18.15		2,862,979	1,419,659
Plus \$10	19.15		3,020,719	1,577,399
Plus \$11	20.15		3,178,459	1,735,139
MAXIMUM RATE	21.04		3,318,847	1,875,527

RESPONSE TO LOSS OF REVENUE SOURCE - RAISE ASSESSMENT/REDUCE EXPENDITURE

In response to permanent loss of revenue or increase in expenditure, the District has contingency plans in place based on levels of \$500,000. *Without affecting any of the services the District can raise the Benefit Assessment up to \$21.04 per SFE replacing lost revenue up to \$1.9 million.*

INCREASE IN EXPENDITURE/ LOSS OF REVENUE	IMPACT BASED ON \$9.4 MILLION BUDGET	DISTRICT ACTION RAISE ASSESSMENT BY:
\$0.5 million	5 % reduction in revenue	\$3.17 to \$12.32 per SFE

DRAFT BUDGET

\$1 million	11% reduction in revenue	\$6.35 to \$15.50 per SFE
\$1.5 million	16 % reduction in revenue	\$9.51 to \$18.66 per SFE
\$1.9 million	20% reduction in revenue	\$11.89 to \$21.04 per SFE

If the District loses over \$2.2 million annually, the Policy has in place reducing the District’s expenditure for \$300,000, in addition to increasing benefit assessment to a maximum rate per SFE.

INCREASE IN EXPENDITURE/ LOSS OF REVENUE	IMPACT BASED ON \$9.4 MILLION BUDGET	DISTRICT ACTION RAISE ASSESSMENT BY:
\$2.5 million	27 % reduction in revenue	<ul style="list-style-type: none"> \$11.89 to maximum \$21.04 per SFE. Reduce expenditure by \$600,000 plus

The District reduction in expenditure will include the operating budget which is split into Operating, Administration and Payroll expenditures. Below is the list of order that they will be addressed:

1. OPERATING EXPENSES	
Details	FY 2017-18 Proposed Budget
Staff Training – Professional Development (Non CEU)	\$53,250
Research Projects	\$150,000
TOTAL	\$203,250

2. ADMIN EXPENSES	
Details	FY 2017-18 Proposed Budget
Tuition Reimbursement	\$20,000
Dues & Membership	\$23,530
Professional Fees - Admin	\$40,000
Conference Travel	\$29,900
Trustee Travel	\$16,800
Trustee Support	\$4,000
Meeting Expenses	\$3,000
Total	\$137,230

3. PAYROLL - the following expenditures will be addressed in order of priority:		
Priority	Details	FY 2017-18 Proposed Budget
1	Seasonal – Hiring Freeze	\$198,400
2	Furlough 5 days (40 hours all employees)	\$88,320
3	Layoffs – eliminate unfilled positions in organizational chart	0
Total		\$286,720

Increase in Expenditure/ Loss of Revenue	Impact Based on \$7million Budget	District Action
\$3 million	32 % reduction in revenue	Raise assessment by \$11.89 to maximum \$21.04 per SFE. Reduce expenditure by \$1,000,000

In addition to raising the assessment to \$21.04 per SFE the District will enforce cuts in expenditure of over \$1,000,000. The operating budget is split into Operating, Administration and Payroll expenditures, these are the order that they will be addressed:

1. OPERATING EXPENSES		
Details		FY 2017-18 Proposed Budget
Staff Training – Professional Development		\$53,250
Research Projects		\$150,000
Contract Services – Facilities		\$15,000
Green Pool Surveillance		\$25,000
Total		\$243,250

2. ADMIN EXPENSES		
Details		FY 2017-18 Proposed Budget
Tuition Reimbursement		\$20,000
Dues & Membership		\$23,530
Professional Fees - Admin		\$40,000
Promotion & Education		\$5,000
Conference Travel		\$29,900
Trustee Travel		\$16,800
Trustee Support		\$4,000
Meeting Expenses		\$3,000
Recruitment & Advertising		\$4,500
Employee Support		\$4,000
Public Outreach Materials		\$5,000
Public Outreach Advertising		\$10,000
Office Supplies		\$10,000
Total		\$175,730

3. PAYROLL - the following expenditures will be addressed in order of priority		
Priority	Details	FY 2017-18 Budgeted Amount
1	Seasonal – Hiring Freeze	\$198,400
2	Furlough 12 days (96 hours all employees)	\$203,135

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3	Layoffs – eliminate unfilled positions in organizational chart	0
4	Layoff one clerical	\$100,000
5	Layoff one support	\$100,000
6	Layoff one professional staff	\$120,000
7	Layoff one manager	\$150,000
	Total	\$871,535