

Coachella Valley Mosquito & Vector Control District Annual Budget *FY2016-2017*



Protect Coachella Valley. Fight the **Bite**. Together.

TABLE OF CONTENTS

BUDGET MESSAGE

INTRODUCTION	1
THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT'S MISSION	2
THE DISTRICT CORE VALUES	2
THE DISTRICT'S VISION STATEMENT	3
STRATEGIC PLANNING AND GOALS	3
MAJOR POLICY ISSUES	3
ORGANIZATIONAL CHANGES	3
MAJOR BUDGET ISSUE	4
GENERAL FUND OPERATING EXPENDITURES	4
MEETING TOMORROW'S CHALLENGES	4

BUDGET PROCESS

COMPREHENSIVENESS	6
BUDGET FORM	6
BASIS OF BUDGETING	6
BUDGETING CALENDAR	6
ROLES AND RESPONSIBILITIES	7
BUDGET CONTROL SYSTEM	7
AMENDMENTS TO THE BUDGET	7
BALANCED BUDGET DEFINITION	8
PERFORMANCE MEASUREMENT	8
BUDGET TIMELINE	9
FINANCIAL POLICIES	10
BUDGET SUMMARY	11

GENERAL OPERATING BUDGET

RESOLUTION No. 2016-07	14
GENERAL OPERATING BUDGET	18
FUND BALANCE	21
BUDGET FY2016-17 REVENUE	22
ORGANIZATION CHART	26
TABLE OF ORGANIZATION	27
PROGRAM 200 – ADMINISTRATION	28
PROGRAM 210 – INFORMATION SYSTEMS	32
PROGRAM 215 – PUBLIC OUTREACH	36
PROGRAM 225 – DISTRICT WIDE	40
PROGRAM 250 – TRUSTEES SUPPORT	42
PROGRAM 300 – FLEET MAINTENANCE	43
PROGRAM 305 – BUILDING AND GROUNDS MAINTENANCE	46
PROGRAM 400 – SURVEILLANCE AND QUALITY CONTROL	49
PROGRAM 500 – CONTROL OPERATIONS	53
PROGRAM 600 – RESEARCH	57
PROGRAM 601 – USDA COOP AGREEMENT	60
PROGRAM 602 – LABORATORY TESTING	61

CAPITAL BUDGET

FACILITY CAPITAL IMPROVEMENT BUDGET	62
PROGRAM 800 – FACILITY CAPITAL IMPROVEMENT BUDGET	63
THERMAL FACILITY REMEDIATION FUND	66
PROGRAM 900 – DISTRICT THERMAL FACILITY REMEDIATION FUND	67

REPLACEMENT BUDGET

EQUIPMENT BUDGET	69
CAPITAL REPLACEMENT FUND BUDGET - INFORMATION TECHNOLOGY, FLEET, FACILITIES, OPERATING AND LAB EQUIPMENT	70

BUDGET MESSAGE

Members of the Board of Trustees and Residents of the Coachella Valley:

INTRODUCTION

Fiscal Budget 2016-2017 document represents the financial plan that meets the Coachella Valley Mosquito and Vector Control District's (the District) goal of enhancing the quality of life for our community by providing effective and environmentally sound vector control and disease prevention programs through timely and effective surveillance, research, development, and public awareness. The document meets the Board of Trustees policy direction and the needs of the Coachella Valley's communities for vector control and disease prevention programs, fiscal responsibility, and a balance between operating revenues and expenditures.

The District is located in the County of Riverside. The District's main revenue source is property taxes; these are collected and distributed by the County of Riverside. The District also receives a Benefit Assessment which is also collected and distributed by the County.

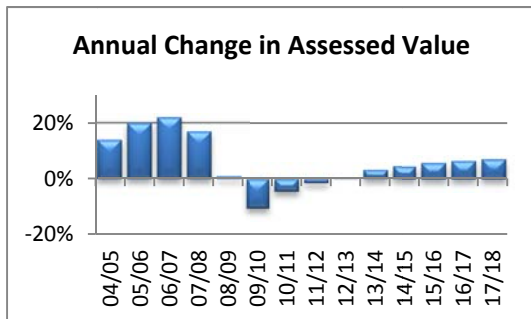


Figure 1 Assessed Valuation Source: Riverside County

Figure 1 shows the changes in assessed value for the County of Riverside and the resulting decline for the four fiscal years. Since FY2013-14 the assessed valuation is annually increasing with property taxes following suit.

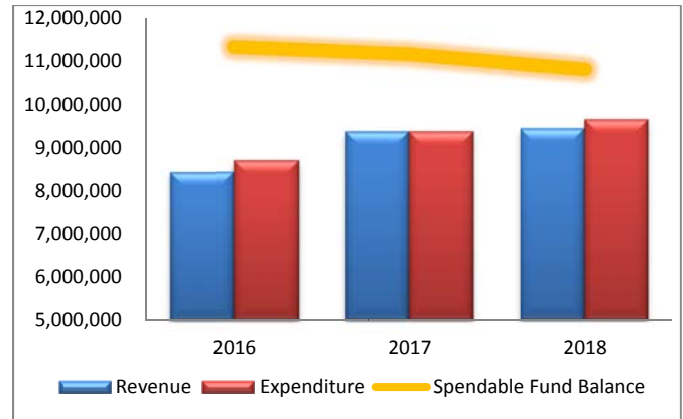


Figure 2 Spendable Fund Balance

Figure 2 shows the revenue versus expenditure and the fund balance from fiscal year ending (FYE) June 30, 2015. The District's General Fund balance for FYE June 30, 2014 was \$11.5 million, or 145 percent of the operating expenditure. For FY2016-17, the forecast reduces the fund balance to \$11.2 million by June 30, 2017, or 119 percent of the operating expenditure. The change in fund balance over the 2 years is because of the capital improvements such as the locker room expansion and replacement of solar panel invertors.

Total Operating budget expenditure for FY2016-17 is forecast to be \$9,369,103 this is a 7.7 percent increase over the FY2015-2016 budget. CPI increase for Los Angeles-Riverside-Orange County in March 2016 is 1.7 percent. Personnel costs, which account for 73 percent of the budget, were increased by 8.2 percent. The increase is due to changes in the organizational structure, an increase of 8 extra seasonal workers over previous year to help with Aedes aegypti eradication, the 2014 MOU CSEA and Teamsters members in which members negotiated COLA increases in exchange of gradual pick-up of employees cost for CalPERS pension contributions, as well as performance evaluation step increases and overall health cost increases.

BUDGET MESSAGE

Total capital budget for FY2016-17 is \$120,000 which includes small capital improvements such as an upgrade to the Board room sound system, and some preventative maintenance projects. These items are all funded from the accumulated reserves.

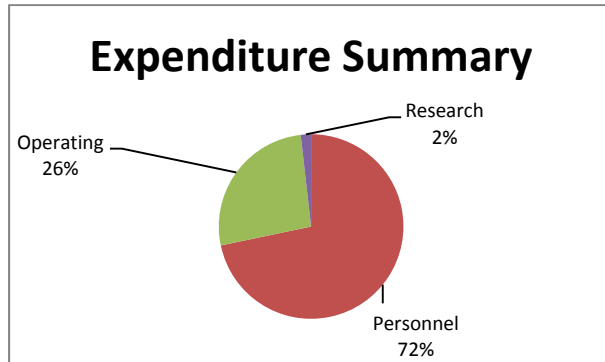


Figure 3 Expenditure Summary

THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT'S MISSION STATEMENT

The Budget supports the District's 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"

Dedication to provide accurate, up to date, socially acceptable and environmentally friendly vector control techniques in a fiscally responsible manner are the District's priorities. Public health protection, using integrated vector management and ecologically friendly control products with economically efficient methods, is the framework that this budget is based on. Whether it is using public outreach to educate the residents and businesses of the Coachella Valley on source reduction, using ecologically friendly physical control

methods, tracking potential mosquito breeding through surveillance techniques that use the District's Geographic Information System (GIS), or efficiency savings gained by the technological advances of GIS, the District strives to be socially, environmentally and economically responsible to its constituents.

THE DISTRICT CORE VALUES

These values represent the underlying principles in the District's culture establishing the Board's expectations which represent the basic elements of how we protect the public's health through mosquito and vector control operations. The District's Core Values are:

- 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.
- Continually seeking ways and methods to distribute information to the public;
- Providing science-based control programs; and
- Collaborating with outside research institutions /performing relevant research and development to enhance our capabilities.

These Core Values are the practices we use every day in everything we do, and they are the foundation of the District's governance and management policies.

BUDGET MESSAGE

THE DISTRICT'S VISION STATEMENT

The Vision Statement describes foreseeable programs and their potential impact, providing a sense of priority and direction during uncertain times. It is utilized as a framework for planning and decision making. The District's Vision Statement is: *"We will continue to deliver integrated vector control services utilizing the latest best management practices."*

STRATEGIC PLANNING AND GOALS

The District continues to use its 2015 three year strategic plan as a framework for decision making. The consensus-based approach, to the Strategic Plan was based on identifying known or anticipated strategic issues that may affect services and/or service delivery. These strategic issues have been incorporated into Board/Management planning, decision-making, program monitoring, and performance measuring. The strategic issues play a significant role in Board/Management decision-making, enabling continued program improvements, and ensuring continued progress toward a successful Vision. The complete 2015 District Strategic plan can be found on the District's website.

MAJOR POLICY ISSUES

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 major policy decision for FY2016-17 is the level by which the Benefit Assessment rate will be set per single family equivalent (SFE). The initial (2005) assessment was \$16 per Single Family Equivalent (SFE). For FY2012-13 the rate was set at \$3.07.

Between March 2006 and March 2014 the Los Angeles-Riverside-Orange County CPI has increased 16 percent, while the assessment rate has decreased 63 percent for the same period. For FY2015-16 the rate was set at \$6.07, the maximum assessable rate is \$20.62. For the upcoming fiscal year, the budget deficit is \$485,241, can be funded by a transfer from reserves or increasing the Benefit Assessment by \$3.08 per SFE from \$6.07 per SFE to \$9.15 per SFE.

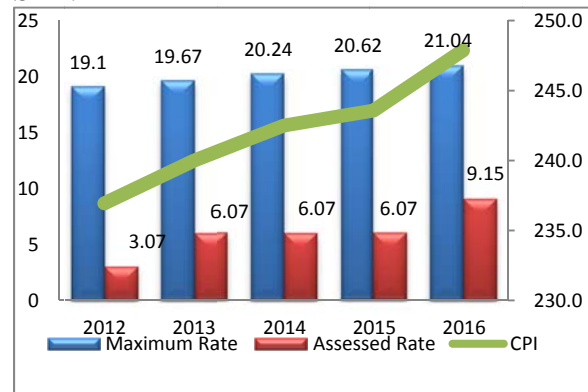


Figure 4 Benefit Assessment Rate, Maximum Rate & CPI

ORGANIZATIONAL CHANGES: In FY2016-17, we are proposing to remove the position of Scientific Operations Manager and create two new positions, Operations Manager and Lab Manager. This is being proposed due to increase in complexity and challenges facing the District's Integrated Vector Management program. The Operations Manager will be tasked with oversight of the District's control programs, coordinating invasive mosquito control efforts, developing community relationships, enforcement of public health abatement powers, increasing the use of physical control projects to ensure long term solutions to eliminate vector production. The Lab Manager will be responsible for the organization and expansion of the District's arbovirus testing lab. Essential duties will also involve the coordination of surveillance, quality control and

BUDGET MESSAGE

implementation of best practices, resistance management, and coordination of R&D with other governmental agencies, academia and industry. Total allocated positions for FY2016-17 are 59, an increase of one position over FY2014-15.

MAJOR BUDGET ISSUE

Revenue from Property Taxes and RDA Pass-through: Property tax revenue and RDA Pass-through revenue peaked in FY2008-09. From FY2009-10 to FY2011-12 these sources of revenue declined by 19%. This is because of the falling value in property; during the Great Recession the assessed value for Riverside County decreased by almost 20 % percent from its peak. Since FY2013-14 the Riverside County Assessor's Office reported that assessed values are annually rising, in FY2015-16 it rose 5.8%. This is reflected in the increased property tax receipts for current secured. For FY2016-17 this forecast to increase by 6.4 %.

Fund Balance: The fund Balance Policy was adopted by Resolution No. 2011-25, in November 2011. The Fund Balance Policy is based on Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. For FY2016-17, the beginning spendable General Fund balance is \$11,272,861, while the forecasted ending balance is \$10,662,350. This reduction in fund balance includes a transfer from the OPEB reserve to the operating budget to cover the actuarial valued annual required contribution (ARC).

General Fund Operating Expenditures: General operating expenditures is forecast to be \$9,384,933 this is a 7.8 percent increase over the FY2015-2016 budget. Department wise, the Operation's budget increasing because of the extra purchases of organic larvacide and urban aerial services

for the treatment of *Aedes aegypti*. Eight extra seasonal workers are also included in the budget to help control *Aedes aegypti*.

Research Program: FY2016-17 \$150,000 is appropriated for various projects. Direct benefit from funding research has seen a reduction in expenditure in RIFA control products, as well as from the applied research data received from studies on optimizing mosquito control. 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. This increases the District's effectiveness in protecting the public's health from mosquito and vector borne diseases.

MEETING TOMORROW'S CHALLENGES

Short-term financial planning: The District receives the majority of its funding from the property taxes and benefit assessment collected by the County of Riverside. These funds do not reach the District until January with a 10 percent advance on property taxes in December. This is six months into the fiscal year. This is a six month delay in receiving revenue from the beginning of the fiscal year. The District Fund Balance Policy recommends a Reserve for Operations at minimum balance of around 60 percent of the operating budget to meet general operating expenses. For FY2016-17 Reserves for Operations are fully funded.

Long term financial planning: In FY 2008-09, the District had environmental remediation work done at its Thermal facility which involved paving the whole area with asphalt. In ten years this has to be repaved, designated funds have been set aside on an annual basis, to pay for this remediation liability. The District has set aside funds in the Thermal Remediation Capital Fund to repave the whole area. The

BUDGET MESSAGE

District also has adequate funding to replace the entire fleet of vehicles within five years.

The District has 13.64 acres of undeveloped land which is subdivided into 15 industrial blue top lots appraised with a market value, as of May 25, 2015, of \$1,080,000, as one property.

Emergency Service Reserve: The Coachella Valley Mosquito-borne Virus Surveillance and Response Plan is based on the State of California Mosquito-borne Virus Surveillance and Response Plan. The Plan describes an enhanced surveillance and response program for the Coachella Valley dependent on the level of the risk of mosquito-borne virus transmission to humans and identifies response levels as normal season, emergency planning, and epidemic. The amount designated for emergency, is \$2,966,564 which is 33 percent of operating revenue.

Risk management: The District is a member of the Vector Control Joint Powers Agency (VCJPA), which is a risk pooling self-insurance authority created under the provisions of California Government Code Section 990. Administered by the VCJPA, for general liability, the Pooled Liability Program (PLP) offers liability coverage up to \$25 million. The District has a retained limit of \$25,000 and the difference between the retained limit up to \$1 million is pooled with the VCJPA. The amount of \$24 million in excess of the \$1 million is pooled with other joint power authorities through California Affiliated Risk Management Authorities (CARMA). Through the PLP, the District participates in the Employment Risk Management Authority (ERMA) program which offers coverage of \$1 million, limit per occurrence for allegations of workplace wrongdoing, over the

District's retained limit of \$25,000. The Pooled Workers' Compensation Program (PWCP) offers workers' compensation coverage up to \$300 million, the District's retained limit is \$25,000. The District also participates in the Pooled Auto Physical Damage (APD) Program which covers vehicle damage up to \$30,000, with a \$500 deductible. Further information on the District's risk management can be found in the notes to the financial statements.

Respectfully submitted,

Jeremy Wittie, M.S.
General Manager

David I'Anson, MPA, MBA/ACC
Administrative Finance Manager

BUDGET PROCESS

COMPREHENSIVENESS

The Coachella Valley Mosquito and Vector Control District (District) submits to the Board each June, the annual budget covering the next fiscal year. The budget contains the following information:

- A letter from the General Manager discussing the proposed financial plan for the next fiscal year, a review of the previous year's activities and the current financial condition of the Coachella Valley Mosquito and Vector Control District.
- Proposed capital, operations and maintenance, debt service (if applicable) expenditures by program and type of expenditure for the budget year, along with comparisons to estimated expenditures for the current year and actual expenditures for two prior years.
- Proposed receipts, by source for the budget year, along with comparisons to estimated receipts for the current year and actual expenditures for two prior years.
- Table of organization with proposed staffing levels by program, along with comparisons to staffing levels for the current year.
- A summary of designated balances for system operations, normal replacements and improvements, debt service, self-insurance, and future capital projects.

BUDGET FORM

The Coachella Valley Mosquito and Vector Control District's operating budget is developed on an annual basis. Appropriations are approved by the Board of Trustees each year at their June meeting after reviewing the draft version

the month earlier.

The Coachella Valley Mosquito and Vector Control District's operating budget is presented in program budget format. The purpose of this format is to clearly outline the major programs and associated expenditures.

BASIS OF BUDGETING

The Coachella Valley Mosquito and Vector Control District's operating budget is based on generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board. The budget basis will conform to the accounting policies contained in the comprehensive annual financial report, Note 1 Summary of Significant Accounting Policies. For example: transfers from the General Fund are budgeted as expenditures in the General Fund and as revenue in the funds receiving the transfer. Under modified accrual basis of accounting, revenues are considered susceptible to accrual when they become both measurable and available. Available means collectible with the current period or within 60 days after year end. Expenditures are recorded when the related fund liability has been incurred.

BUDGET CALENDAR

The budget calendar is an important part of the budgeting process helping to define the major and minor milestones for all stakeholders.

The Coachella Valley Mosquito and Vector Control District's budget year starts July 1st ending June 30th the following year.

BUDGET PROCESS

The Coachella Valley Mosquito and Vector Control District's budget packages for annual preparations which include forms and instructions are distributed no later than January 15th each year. The package includes the budget calendar.

The Coachella Valley Mosquito and Vector Control District's budget is distributed to the Board of Trustees at the regular meeting in May each year to be approved and adopted at the June meeting.

ROLES AND RESPONSIBILITIES

The Administrative Finance Manager prepares the budget document. The Administrative Finance Manager serves as the focal point for issuing guidelines, responding to questions and along with the General Manager reviewing departmental budget requests. The Administrative Finance Manager is responsible along with the General Manager to prepare and present the budget to the Finance Committee (Budget Committee), made up of the Secretary/Treasurer and two other Trustees appointed by the Board President. The proposed budget is tied to goals/objectives in the District's strategic plan. The Finance Committee reviews, and if necessary, revises the proposed budget. The Finance Committee also determines whether the proposed budget adequately addresses the priorities set forth in the District's strategic plan. The Finance Committee approves the proposed budget and submits it for adoption by the full Board of Trustees. The Board of Trustees has the final responsibility for adopting the budget and for making the necessary appropriations.

BUDGETING CONTROL SYSTEM

The purpose of a budgeting control system is to ensure that actual expenditures do not exceed expenditures set forth in the budget. Fundamental to this is the generating of budget to actual reports on a regular basis. Reports allow management and Trustees to take corrective action if actual numbers vary significantly from budgeted expenditures. Analysis may show that some areas need service reduction that exceeds budget expenditure or transfers of surplus from other line items or programs.

The Administrative Finance Manager is responsible for maintaining a budgetary control system to ensure adherence to the adopted budget. On a quarterly basis the Administrative Finance Manager prepares summary reports that compare actual revenues and expenditures to budgeted amounts. The reports also compare targeted performance levels and actual results. These reports are sent to both the Finance Committee and Board of Trustees to keep them informed of the District's operating performance. These same reports are provided to the General Manager and department heads on a monthly basis to assist them in managing the day to day operations of the District.

AMENDMENTS TO THE BUDGET

An aspect of the budgeting control system is the process for approving amendments to the operating budget. Amendments must be approved by the Board of Trustees and consist of changes to the appropriations in the budget document after Board adoption but before the end of the year. Criterion for

BUDGET PROCESS

budget amendment include unexpected downturn in economic conditions, rising costs for services or supplies purchased by the District, new priorities, or forecast errors can lead to the need for formal amendments to the budget.

Department heads prepare memos to the Administrative Finance Manager and General Manager for a request to amend line items or program budget along with reasons for the amendment. After review and providing approval by the Administrative Finance Manager and General Manager, the budget amendment is then presented to the Finance Committee for review and /or approval who then submit the amendment request to the Board of Trustees, who are responsible for final approval of all budget amendments.

The Coachella Valley Mosquito and Vector Control District may in certain instances, amend budget appropriations after budget adoption. All budget amendments require Board of Trustee approval. These are allocations from the General Fund General Reserve, appropriations from other unrestricted funds and appropriation reallocations.

BALANCED BUDGET DEFINITION

A balanced budget is necessary for correct financial management of the District.

The Coachella Valley Mosquito and Vector District shall annually adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in budget imbalance will require budget

revision, rather than spending not appropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to not appropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and /or “one time only” general fund expenditures.

Under certain circumstances it may be necessary to deviate from this policy of balanced budget. Justifications for this include natural disasters and civic emergencies. These deviations can be corrected by unitizing the reserve balance, raising additional revenues, or cutting expenditures.

PERFORMANCE MEASUREMENT

An advantage with including performance measures in the budget policy is that newly appointed Trustees and staff may more readily recognize the importance of these initiatives when they are incorporated into policies.

Where possible the District will integrate performance measurement, service level, and productivity indicators in the District’s published budget document. Department heads will integrate operating efficiency, operating effectiveness, customer satisfaction, and human resource efficiency performance measures into their department’s budgets. Department heads will be required to tie service levels (both quantity and quality) to funding levels (budgeted dollars).

**BUDGET TIMELINE
FY2016/2017**

Task to be completed	Activities	Stakeholders	Deadline
Preparation of budget	initial preparation of budget document by Finance Staff	Finance	March 11, 2016
Preliminary budget pages	Distribution to departments for review	Finance	March 11, 2016
Meeting with department heads	Review of Preliminary budget pages with General Manager, Finance Manager and department heads regarding capital improvement projects(CIP), revenues and expenditures	Department heads, General Manager & Finance Manager	March 21-25, 2016
Draft 1 for Finance Committee	Preparation of first draft of FY2016/2017 Budget for Finance Committee Budget Meeting. PDF and hard copy to FC Trustees	Finance	April 8, 2016
Draft 1 for Finance Committee	Emailed to Finance Committee For Review email questions or meet	Finance Committee Department heads, General Manager & Administrative Finance Manager	April 12, 2016
Final Draft	Final draft of FY2016/2017 Budget for Finance Committee Budget Meeting, attended by General Manager, Finance Committee and Administrative Finance Manager.	Finance Committee General Manager & Administrative Finance Manager	May 2, 2016
Final Draft for Budget Workshop	Budget Workshop for in depth discussion	Board of Trustees	May 10, 2016
Adoption of Final Draft	Adoption of FY2016/2017 Budget	Board of Trustees	June 14, 2016
Benefit Assessment	Adopt Resolution – Intention to Levy Assessment, Preliminary approval of engineer’s report and providing notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment	Board of Trustees	June 14, 2016
Benefit Assessment	Adopt Resolution approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for fiscal year 2016-17 for the Coachella Valley Mosquito and Vector Control District Mosquito, Fire Ant and Disease Control Assessment	Public Hearing	July 12, 2016

FINANCIAL POLICIES

OVERVIEW

The District's annual budget is developed in accordance with the policies and priorities in the 5 year strategic plan, 5 year financial plan, District goals, the needs of the residents of the Coachella Valley, and federal and state laws. Program/project priorities and service levels are established by the aforementioned plans. The budget provides adequate funding for maintenance and replacement of capital plant and equipment.

BALANCED BUDGET

The District annually adopts a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or "one time only" general fund expenditures.

FUND STRUCTURE

The fund structure includes the General Fund, Thermal Capital Fund, and the Internal Service Fund. The General Fund is the primary operating fund of the District. It accounts for all activities of the general government, except those required to be accounted for in another fund. The Thermal Capital Projects Fund accounts for the ongoing improvements at the District's Thermal facility. The Capital Replacement – Internal Service Fund accounts for the financing of goods or services provided by one department to other departments of the District, on a cost reimbursement basis. The internal service maintains a fund balance for

replacing District vehicles and large equipment and for replacing IT equipment.

FUND BALANCE

It is the Coachella Valley Mosquito and Vector Control District's (District) policy to maintain an adequate fund balance for public health emergency, contingencies, operating cash flow, future liabilities, replacement of equipment and plant, and for future construction. The Fund Balance Policy follows the guidelines set in the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

INVESTMENT POLICY

It is the policy of the Coachella Valley Mosquito & Vector Control District ("District") to invest public funds in a manner which will provide maximum security while providing sufficient liquidity to meet the daily cash flow demands of the District and an investment return conforming to all state and local statutes governing the investment of public funds.

BUDGET SUMMARY

RESERVES

Beginning spendable Fund Balance for General Reserve is forecast to be \$11,272,861, the Thermal Remediation Fund is forecast to be \$428,534 and Equipment Replacement Fund is forecast \$1,242,578 total fund balance \$12,943,973.

General Fund		
Committed Reserves	<i>Reserve for Public Health Emergency</i>	3,123,034
Assigned Reserves	<i>Reserve for Operations</i>	5,621,462
	<i>Reserve for Future Liabilities</i>	1,299,864
	<i>Reserve for Facility Capital Improvements</i>	1,228,501
	<i>Unassigned</i>	-
	Total	11,272,861
Thermal Capital Fund		
Assigned Reserves	<i>Thermal Remediation Fund</i>	428,534
Capital Equipment Replacement Fund		
Assigned Reserves	<i>Reserve for Vehicle Replacement</i>	907,283
	<i>Reserve for IT Replacement</i>	335,295
	Total	1,242,578
Total Fund Balance		12,943,973

REVENUE

For Fiscal Year 2016-17 the total operating revenue is forecast to increase by 11.1% to \$9,369,103. Miscellaneous Revenue increase from \$16,000 to \$63,000 this includes USDA reimbursement of \$35,000 and \$12,000 reimbursement for testing mosquito pools for other districts. Benefit Assessment revenue increasing by 48 % because of the increase in rate from \$6.07 per SFE to \$9.15.

Revenue Assumption

- Benefit Assessment rates remains at \$9.15 per Single Family Equivalent (SFE).

Revenue	Budget 2015-2016	Forecast 6/30/2016	% Difference	Draft Budget 2016-2017	% Difference
Property Taxes Current	7,392,366	7,349,205	-0.6%	7,789,222	5.1%
Property Taxes Prior	25,500	34,884	26.9%	25,500	0.0%
Interest Income	30,000	38,107	21.3%	50,000	40.0%
Miscellaneous	16,000	16,000	0.0%	63,000	74.6%
Benefit Assessment	971,970	965,401	-0.7%	1,441,381	48.0%
Total	8,435,836	8,403,597	-0.4%	9,369,103	11.1%

EXPENDITURE

Total Operating budget expenditure for FY2016-17 is forecast to be \$9,369,103 this is a 7.7 percent increase over the FY2015-2016 budget. CPI increase for Los Angeles-Riverside-Orange County in March 2016 is 1.7 percent.

Expenses	Budget 2015-2016	Forecast 6/30/2016	% Difference	Draft Budget 2016-2017	% Difference
Payroll	6,309,861	6,290,319	-0.3%	6,826,055	8.2%
Administrative	813,191	796,488	-2.1%	852,683	4.9%
Utility	121,960	114,961	-6.1%	130,400	6.9%
Operating	1,457,650	1,278,726	-14.0%	1,559,965	7.0%
Total	8,702,662	8,480,494	-2.6%	9,369,103	7.7%

Personnel costs, which account for 73 percent of the budget, were increased by 8.2 percent. The increase is due to changes in the organizational structure, an increase of 8 extra seasonal workers over previous year to help with *Aedes aegypti* eradication, the 2014 MOU CSEA and Teamsters members in which members negotiated COLA increases in exchange of gradual pick-up of employees cost for CalPERS pension contributions, as well as performance evaluation step increases and overall health cost increases.

Expenditure Assumptions:

- Organizational Structure changes: the elimination of one management position Scientific Operations Manager creating two management positions Laboratory Manager and Operations Manager. The position of Lab Manager will be temporarily filled by the Environmental Biologist. The two management positions will then be open for recruitment following the end of the season.
- The budget will reflect one vacant Environmental Biologist position which will not be budgeted for the upcoming fiscal year but will be left in Org Chart as vacant
- All positions are filled except Environmental Biologist. Two Vector Trainee incumbents pass the certs in May and advance to VCT I
- 10 seasonal employees increase of 8 over prior fiscal year
- MOU CSEA employees receive 1.5 % COLA
- Teamster employees receive 4.5% increase this includes the employee paying remaining 2.5% of the CalPERS employee portion and a 2% COLA,
- CalPERS Employer Rate increase from 7.163% to 7.612%
- CalPERS employer payment of unfunded liability increased from \$95,055 to \$98,586

Administrative expenses have increased 4.9% these include increase in attorney fees of \$20,000 for 2017 negotiations, increase of \$14,000 for educational reimbursement because of increase in employees signing up for degree programs, an additional \$15,730 in professional services for

surveillance because of the impending departure of the Vector Ecologist and an increase of the property and liability insurance from \$127,566 to \$141,402.

Utility expenses are forecast to increase 6.1% from \$121,960 to \$130,400 because of rising electricity costs. Operating expenses are increasing 7.0% because of the extra purchases of organic larvacide and urban aerial services for the treatment of *Aedes aegypti*. Savings have been made in contract expenses due to the in house District landscaping and the elimination of associated contract expense, most other operating expenses remains the same.

CAPITAL BUDGET

Total capital budget for FY2016-17 is \$120,000 which includes small capital improvements such as an upgrade to the Board room sound system, and server room relocation.

- Project IF14 – Board Room Microphone Replacement - \$80,000
- Project IF33 – Server Room Relocation - \$40,000

Capital Equipment Replacement budget totals \$217,000 which includes replacement of 7 vehicles, revamp of website 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 \$491,469 by June 2017.

BALANCED BUDGET

Operating budget expenditure equals operating budget revenue.

RESOLUTION NO. 2016-07

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
COACHELLA VALLEY MOSQUITO AND VECTOR
CONTROL DISTRICT ADOPTING THE
FISCAL YEAR 2016-17 BUDGET**

WHEREAS, the Coachella Valley Mosquito and Vector Control District (“District”) is a political subdivision and a “local agency” of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and

WHEREAS, the District’s Board of Trustees (“Board”) has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

WHEREAS, California Health and Safety Code section 2070(a) provides that on or before August 1 of each year, the Board shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations; and

WHEREAS, the Board reviewed the Fiscal Year 2016-2017 Budget for the District (“Fiscal Year 2016-2017 Budget”), attached hereto as Exhibit A and incorporated herein by this reference, and determined that said budget conforms to all applicable regulations;

WHEREAS, the Board desires to adopt the Fiscal Year 2016-2017 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

Section 1. Recitals.

That the recitals set forth above are true and correct.

Section 2. Adoption of Budget.

The Board hereby adopts the Fiscal Year 2016-2017 Budget, which shall be made available for public inspection in the office of the District Manager.

Section 3. Transmit to County.

That pursuant to California Health and Safety Code Section 2070(b), the Board hereby directs the District Manager to cause a copy of the Fiscal Year 2016-2017 Budget to be transmitted to the Riverside County Auditor-Controller's Office.

Section 4. Severability.

The Board declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

Section 5. Repeal of Conflicting Provisions.

That all the provisions heretofore adopted by the Board that are in conflict with the provisions of this Resolution are hereby repealed.

Section 6. Effective Date.

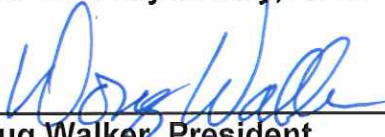
This Resolution shall take effect immediately upon its adoption.

Section 7. Certification.

The Clerk of the Board shall certify to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

PASSED, ADOPTED AND APPROVED, this 12th day of July, 2016.



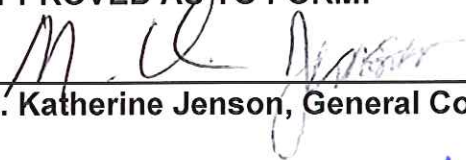
Doug Walker, President
Board of Trustees

ATTEST:



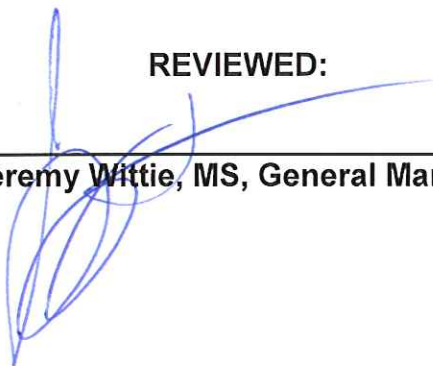
Crystal G. Moreno, Clerk of the Board

APPROVED AS TO FORM:



M. Katherine Jenson, General Counsel

REVIEWED:



Jeremy Wittie, MS, General Manager

EXHIBIT "A"

**COACHELLA VALLEY MOSQUITO AND
VECTOR CONTROL DISTRICT
FISCAL YEAR 2016-17 BUDGET**

Coachella Valley Mosquito and Vector Control District
FY 2016-2017
GENERAL OPERATING BUDGET

	<u>Revised Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>Actual 3/31/2016</u>	<u>Forecast 6/30/2016</u>
Beginning Spendable Fund Balance	11,272,861	11,835,452	11,455,403	11,483,328	11,483,328
REVENUES					
Property Taxes Current	7,789,222	7,392,366	6,965,147	4,153,071	7,349,205
Property Taxes Prior	25,500	25,500	32,909	16,898	34,884
Interest Income	50,000	30,000	40,422	22,566	30,126
Miscellaneous Revenue	63,000	16,000	45,050	-	16,000
*Benefit Assessment Income	1,441,381	971,970	946,473	512,206	965,401
TOTAL REVENUES	9,369,103	8,435,836	8,030,001	4,704,741	8,395,615
EXPENSES					
Payroll Expense					
5101 Payroll - Full Time	4,396,912	4,159,277	3,922,248	3,147,856	4,197,141
5102 Payroll - Seasonal	124,600	9,100	37,946	5,544	7,392
5103 Temporary Services	-	-	6,900	-	-
5105 Overtime Expenses	30,300	30,300	18,564	19,569	26,092
5150 CalPERS Employer Payment of Unfunded	98,586	98,555	-	95,055	95,055
5150 CalPERS State Retirement Expense	380,060	353,673	380,120	198,407	264,543
5155 Social Security Expense	278,282	262,667	247,602	198,475	264,633
5165 Medicare Expense	65,082	61,430	61,142	48,468	64,624
5170 Cafeteria Plan Expense	986,626	913,247	832,263	689,993	919,991
5172 Retiree Healthcare	342,420	296,577	280,488	249,838	333,117
5180 Deferred Compensation	93,291	97,310	91,549	62,848	83,797
5195 Unemployment Insurance	29,895	27,725	26,988	25,450	33,933
Total Payroll Expense	6,826,055	6,309,861	5,905,810	4,741,503	6,290,319
Administrative Expense					
5250 Tuition Reimbursement	20,000	6,000	7,078	8,456	11,275
5300 Employee Incentive	10,000	10,000	8,958	6,347	8,463
5301 Employee Support	4,000	4,000	3,682	3,790	5,053
5302 Wellness	5,000	5,000	-	-	-
5305 Employee Assistance Program	2,800	2,800	2,744	2,248	2,997
6000 Property & Liability Insurance	141,402	127,566	76,339	97,238	129,651
6001 Workers' Compensation Insurance	218,461	220,670	224,019	182,860	243,813
6050 Dues & Memberships	22,300	21,490	20,885	19,702	26,269
6060 Public Outreach Materials	22,300	14,400	5,377	4,629	6,172
6065 Recruitment/Advertising	4,000	4,000	3,978	3,012	4,016
6070 Office Supplies	15,200	15,870	17,917	11,810	15,747
6075 Postage	6,250	8,620	9,604	3,492	4,656
6080 Computer & Network Systems	5,400	5,400	5,040	4,292	5,723
6085 Bank Service Charges	200	200	146	48	64
6090 Local Agency Formation Commission	1,000	1,000	979	851	1,135
6095 Professional Fees					
Administration	30,000	35,000	40,919	25,191	33,588
Information Systems	3,500	6,975	4,602	1,165	1,553
District Wide	20,000	14,500	14,086	13,372	17,829
Surveillance	15,730				
6100 Attorney Fees - General Counsel	60,000	60,000	58,661	33,260	44,347
6100 Attorney Fees - Labor Relations	20,000	5,000	11,442	8,947	11,929
6100 Attorney Fees - Personnel	10,000	10,000	-	7,734	10,312
6106 HR Risk Management	4,500	5,000	4,158	4,365	5,820
6110 Conference Expense					
MVCAC Committee Assignments	12,000	14,400	5,228	4,406	5,875
Annual Conference Expense	13,200	14,400	11,500	8,368	11,157
Trustee Travel	16,800	16,800	10,614	13,630	16,800
6115 Trustee In-Lieu Expense	13,200	13,200	12,501	10,400	13,200
6120 Trustee Support Expense	4,000	2,900	3,818	3,216	4,288
6130 Special Events					
Meetings Expense	3,000	3,000	2,173	1,851	2,468
Promotion & Education	20,000	20,000	10,275	12,721	16,961
Public Outreach Advertising	40,000	40,000	38,218	19,583	26,111
6500 *Benefit Assessment Expense	88,440	105,000	97,210	81,912	109,216
Total Administrative Expense	852,683	813,191	712,151	598,896	796,488

Coachella Valley Mosquito and Vector Control District
FY 2016-2017
GENERAL OPERATING BUDGET

	<u>Revised Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>Actual 3/31/2016</u>	<u>Forecast 6/30/2016</u>
Utility Expense					
6400 Utilities - IID 36 Month Contract	-	-	-	-	-
6400 Utilities	105,000	95,500	101,825	75,623	100,831
6410 Telecommunications	25,400	26,460	12,954	10,598	14,131
Total Utility Expense	<u>130,400</u>	<u>121,960</u>	<u>114,779</u>	<u>86,221</u>	<u>114,961</u>
Operating Expense					
7000 Uniform Expense	19,775	18,850	17,033	14,838	19,784
7050 Safety Expense	20,050	20,050	20,358	15,977	21,303
7100 Physician Fees	10,000	12,000	1,342	753	1,004
7150 IT Communications	22,500	28,000	33,278	17,297	23,063
7200 Maintenance Supplies	3,500	3,500	3,909	2,788	3,717
7300 Building & Grounds Maintenance	50,000	50,000	52,677	35,491	47,321
7310 Calibration & Certification of Equipment	13,300	19,900	6,066	5,147	6,863
7350 Permits, Licenses & Fees	11,800	12,900	13,012	10,105	13,473
7400 Vehicle Maintenance & Repair	24,000	25,000	27,042	23,928	31,904
7420 Offsite Vehicle Maintenance & Repair	2,500	6,600	3,641	2,661	3,548
7450 Equipment Parts & Supplies	17,300	16,500	10,613	19,178	25,571
7500 Small Tools Expense	4,000	1,500	1,853	765	1,020
7550 Lab Operating Supplies	28,500	16,000	23,475	11,673	15,564
7570 Green Pool Surveillance	25,000	35,000	-	-	-
7575 Surveillance	27,500	31,300	40,228	28,931	35,836
7600 Staff Training					
State Certified Technician Fees	6,000	5,000	4,680	5,520	5,520
State Required CEU	3,750	13,300	637	4,775	6,367
Professional Development	50,650	42,850	44,267	30,047	40,063
7650 Equipment Rentals	1,000	1,000	287	720	960
7675 Contract Services	-	-	-	-	-
Administration	7,000	7,000	6,438	5,674	7,565
Information Systems	51,460	46,500	39,693	26,435	35,247
Fleet	15,300				
Facilities	72,400	85,400	79,797	68,763	91,684
Operations	6,000	6,000	3,942	4,206	5,608
7700 Motor Fuel & Oils	73,200	83,400	94,372	46,693	62,257
7750 Ops Operating Supplies	7,500	7,500	16,254	4,790	6,387
7800 Control	-	-	-	-	-
Chemical Control	665,000	570,000	448,956	406,185	541,580
Physical Control	12,500	30,000	1,693	-	-
7850 Aerial Applications	-	81,200	32,760	32,678	43,571
Rural	50,400	-	-	-	-
Urban	75,280	-	-	-	-
8415 Operating Equipment	22,800	30,750	2,938	23,659	31,545
8487 Furniture & Equipment	10,000	1,000	439	301	401
8510 Research Projects	150,000	150,000	144,327	133,564	150,000
9000 Contingency Expense	-	-	-	-	-
Total Operating Expense	<u>1,559,965</u>	<u>1,458,000</u>	<u>1,176,007</u>	<u>983,542</u>	<u>1,278,726</u>
TOTAL EXPENSES	9,369,103	8,703,012	7,908,747	6,410,162	8,480,494
Operating Revenue Less Expenses	<u><u>0</u></u>	<u><u>(267,176)</u></u>	<u><u>121,254</u></u>	<u><u>(1,705,421)</u></u>	<u><u>(84,879)</u></u>

**Coachella Valley Mosquito and Vector Control District
FY 2016-2017
GENERAL OPERATING BUDGET**

	<u>Revised Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>Actual 3/31/2016</u>	<u>Forecast 6/30/2016</u>
CAPITAL BUDGET					
6095 Professional Fees	10,000	10,000	10,758	5,948	5,948
6100 Attorney Fees			-		
8415 Laboratory Equipment			-		
8415 Equipment Capital Outlay			-		
8463 Interior Equipment Upgrade	80,000	80,000	4,901		
8487 Facility Improvements	30,000	100,000	144,324	74,890	74,890
9000 Contingency Expense					
TOTAL CAPITAL EXPENSES	120,000	190,000	159,983	80,838	80,838
TRANSFERS FROM GENERAL FUND					
12 Thermal Remediation Fund	44,750	44,750	44,750	-	44,750
TOTAL TRANSFERS	44,750	44,750	44,750	-	44,750
Total Transfer from Reserves	164,750	501,926	616,276	-	202,486
Operating Revenue Less Capital & Operating Expenses	(164,750)	(501,926)	(83,479)	(1,786,259)	(210,467)
TOTAL GENERAL FUND EXPENSES	9,533,853	8,937,762	8,113,480	6,491,000	8,606,082
Ending Spendable Fund Balance	11,108,111	11,333,526	11,371,924	9,697,069	11,272,861

Coachella Valley Mosquito and Vector Control District
 FY 2016-2017
 GENERAL OPERATING BUDGET

	Revised Budget 2016-2017	Budget 2015-2016	Actual 2014-2015	Actual 3/31/2016	Forecast 6/30/2016
Beginning Spendable Fund Balance					
Committed Reserves					
Reserve for Public Health Emergency	3,123,034	2,811,945	2,676,667	2,811,945	2,811,945
Assigned Reserves					
Reserve for Operations	5,621,462	5,061,501	4,818,001	5,061,501	5,061,501
Reserve for Future Liabilities	1,299,864	1,421,512	1,684,417	1,421,512	1,421,512
Reserve for Facility Capital Improvements	1,228,501	2,540,494	2,276,318	2,540,494	2,188,370
Unassigned	-	-	-	-	-
	11,272,861	11,835,453	11,455,403	11,835,453	11,483,328

Transfer from Reserves

Committed Reserves					
Reserve for Public Health Emergency	-	-	-	-	-
Assigned Reserves					
Reserve for Operations	44,750	49,021	193,388	-	-
Reserve for Future Liabilities	-	262,905	262,905	-	121,648
Reserve for Facility Capital Improvements	120,000	190,000	159,983	-	80,838
Unassigned	-	-	-	-	-
	Subtotal Reserves	164,750	501,926	616,276	202,486

Ending Spendable Fund Balance

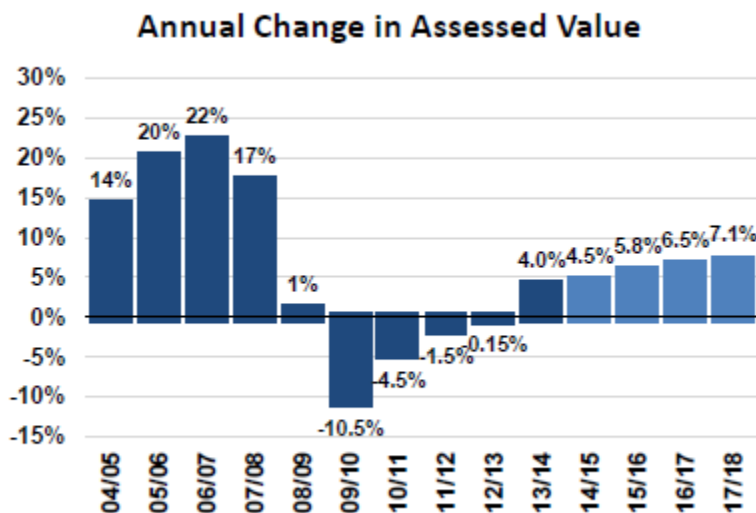
FUND BALANCE ALLOCATIONS					
Committed Reserves					
Reserve for Public Health Emergency	3,123,034	2,811,945	2,676,667	2,811,945	2,811,945
Assigned Reserves					
Reserve for Operations	5,576,712	5,012,480	4,624,613	5,061,501	5,061,501
Reserve for Future Liabilities	1,299,864	1,158,607	1,421,512	1,421,512	1,299,864
Reserve for Facility Capital Improvements	1,108,501	2,350,494	2,116,335	2,540,494	2,107,532
Reserve for Future Construction	-	-	-	-	-
Unassigned	(0)	(0)	-	-	-
	Subtotal	11,108,111	11,333,526	10,839,127	11,835,453
		11,108,111	11,333,526	10,839,127	11,280,842

BUDGET – FY2016/2017
REVENUE

The fiscal year runs from July 1, 2016, to June 30, 2017. 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.



Source of forward projections: California State University, Fullerton

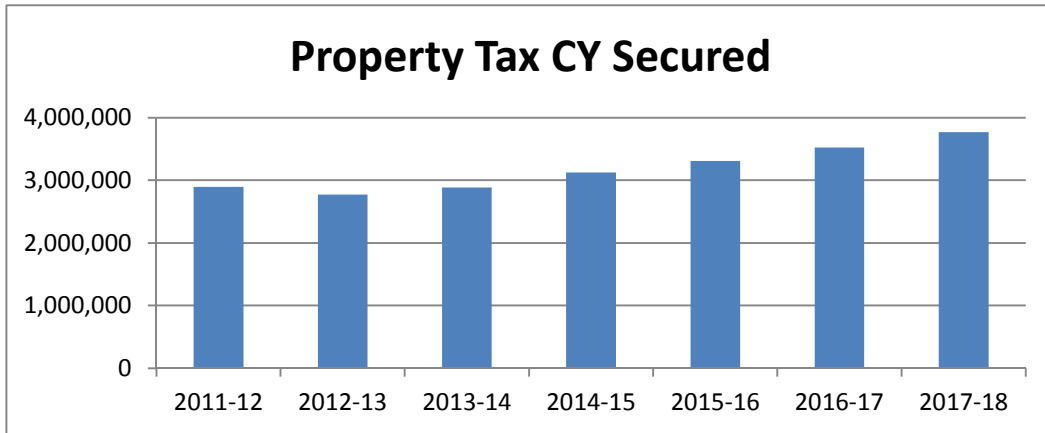
The amount of revenue the District receives is based on the assessed value of properties within the sphere of influence. For FY2016-17 because of the local real estate market is rebounding from the slump of the last decade, the Riverside County Assessor’s Office is forecasting an increase of 6.4% increase in assessed valuation which will result in increasing property tax and tax increment receipts.

REVENUE ASSUMPTIONS

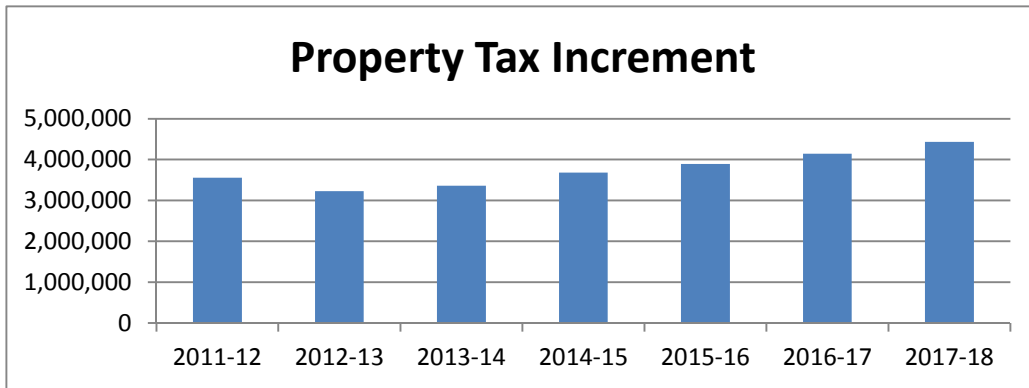
- **CURRENT PROPERTY TAX TO RISE BY 6.4 PERCENT BASED ON ASSESSOR’S OFFICE**
- **BENEFIT ASSESSMENT RATE SET AT \$9.15 PER SFE**
- **CURRENT PROPERTY TAX INCREMENT TO RISE BY 6.4 PERCENT**

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 FY2016-17 property taxes are forecast to increase by 6.4 percent over FY2015-16 totals.



Redevelopment Tax Increment: For FY2016-17 RDA tax increment is estimated to increase by 6.4 percent over FY2015-16 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 this the assessment to \$9.15.

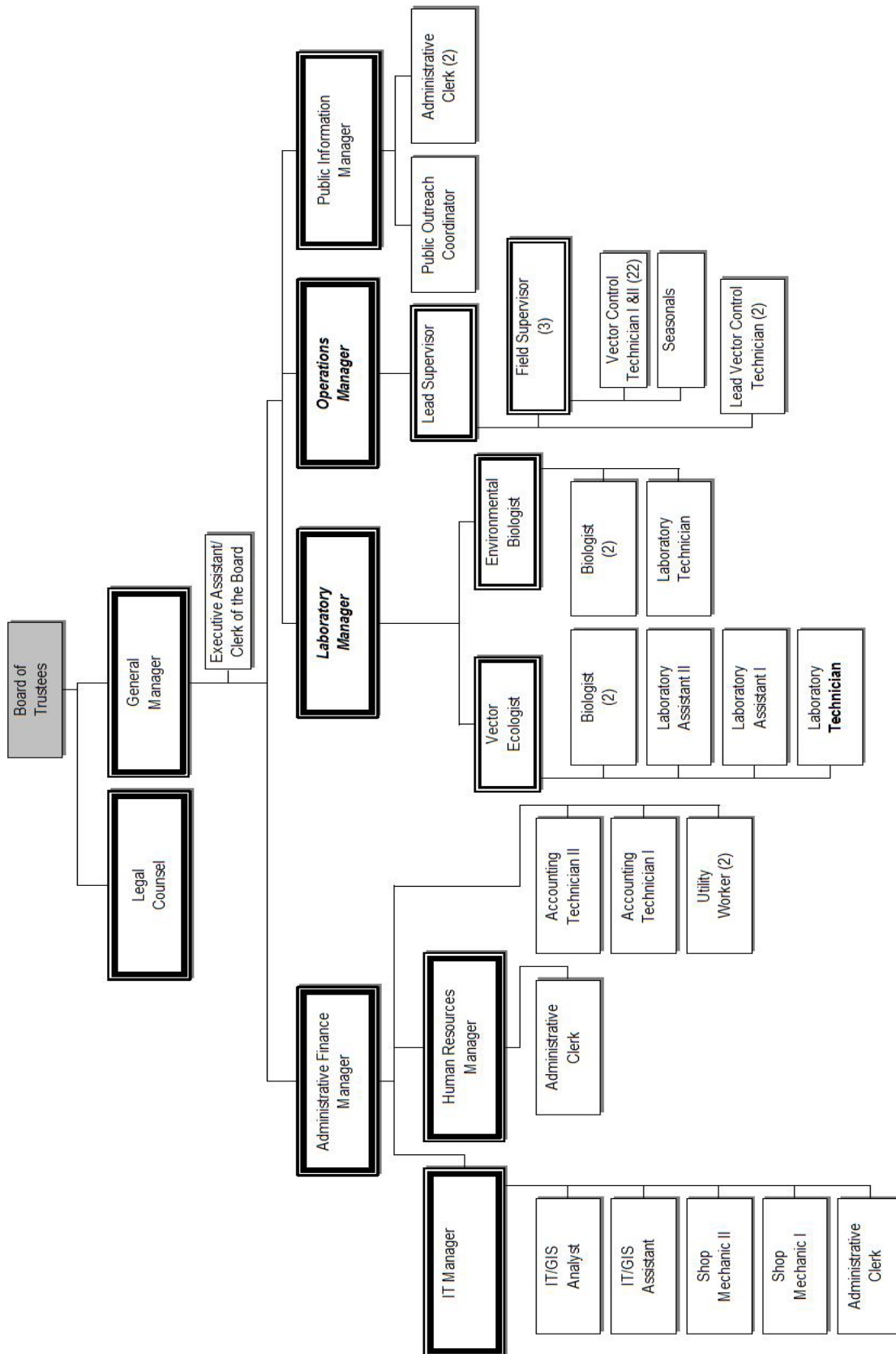
REVENUE SUMMARY

Revenue	2016-17 Budget	2015-16 Budget	2014-15 Actual	2015-16 Forecast
Property Tax - Current	3,731,616	3,508,254	3,358,016	3,535,665
Property Tax - Prior	25,500	25,500	32,909	34,884
Redevelopment Tax Increment	4,057,606,	3,884,112	3,607,131	3,813,540
Interest Income	50,000	30,000	40,422	38,107
Miscellaneous Revenue	63,000	16,000	38,107	16,000
Benefit Assessment Income	1,441,381	971,970	946,473	965,401
Total Revenue	<u>\$9,369,103</u>	<u>\$8,435,836</u>	<u>\$8,030,001</u>	<u>\$8,403,597</u>

REVENUE DESCRIPTION

Revenue Source	Description	Budget Amount 2016-17
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 FY2016-17 is \$3,310,360 plus 6.4%	3,522,223
Property Tax - Current Supplemental	Current Supplemental Revenues: Funds derived from supplemental tax roll changes due to sale of property or new construction. This fund 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%.	30,000

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%.	134,692
Redevelopment Property Tax Increment	Formerly redevelopment pass-through revenue. This is budgeted with current property taxes. Total estimated tax increment for FY2016-17 is \$3,813,540 plus 6.4 %	4,057,606
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%.	44,701
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%.	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%.	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.	50,000
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 FY2016-17 is \$9.15 per single family equivalent (SFE).	1,441,381



COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

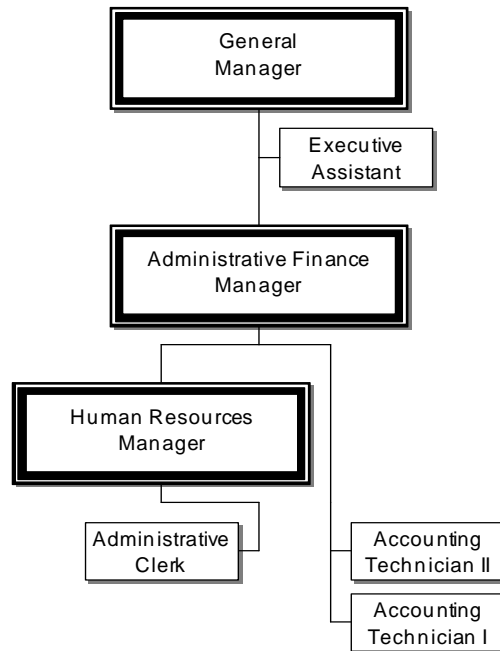
TABLE OF ORGANIZATION

<u>Programs / Personnel</u>	<u>FY2016-17 Proposed Allocations</u>	<u>FY2015-16 Approved Allocations</u>
Program 200 - Administration		
General Manager	1	1
Administrative Finance Manager	1	1
Human Resources Manager	1	1
Executive Assistant/Clerk of the Board	1	1
Accounting Technician II	1	1
Accounting Technician I	1	1
Administrative Clerk	1	1
Program 210 - Information Systems		
IT Manager	1	1
IT/GIS Analyst	1	1
IT/GIS Assistant	1	1
Program 215 - Public Outreach		
Public Outreach Manager	1	1
Public Outreach Coordinator	1	1
Administrative Clerk	2	2
Program 300 - Fleet Maintenance		
Shop Mechanic II	1	1
Shop Mechanic I	1	1
Administrative Clerk	1	1
Program 305 - Buildings & Grounds Maintenance		
Utility Worker	2	2
Program 400 - Surveillance & Quality Control		
Laboratory Manager	1	0
Scientific Operations Manager	0	1
Vector Ecologist	1	1
Environmental Biologist	1	1
Biologist	4	4
Laboratory Assistant II	1	1
Laboratory Assistant I	1	1
Laboratory Technician	2	2
Program 500 - Control Operations		
Operations Manager	1	0
Lead Field Supervisor	1	1
Field Supervisor	3	3
Lead Vector Control Technician	2	2
Vector Control Technician II	7	7
Vector Control Technician I	15	15
TOTAL	59	58

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET – FY2016/2017
 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.

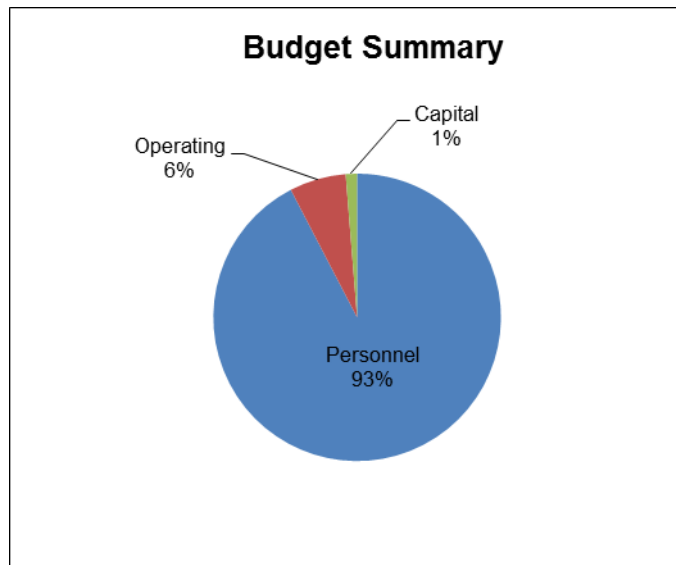


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
General Manager	1	1
Administrative Finance Manager	1	1
Human Resources Manager	1	1
Executive Assistant/Clerk of the Board	1	1
Accounting Technician II	1	1
Accounting Technician I	1	1
Administrative Clerk	1	1
Total Positions	7	7

EXPENDITURE SUMMARY

200 – ADMINISTRATION	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	1,014,262	968,144	970,768
Operations & Maintenance	69,800	74,650	75,272
Capital	14,000	2,000	439
Total Expenditures	\$1,098,062	\$1,044,794	\$1,046,479



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **200 – Administration**

Account	Description	Justification	Budget 2016-17
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)	697,329
5105	Overtime	Board Duties Year-end audit Special projects	1,000

5150	State Retirement	District contribution to CalPERS	83,292
5155	Social Security	District contribution is 6.2% of salary	43,234
5165	Medicare	District contribution is 1.45% of salary	10,111
5170	Cafeteria Plan	Based on current election	149,584
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	26,673
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	3,038
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	1,500
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 Management Consultant \$10,000	30,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Travel Fall Meeting \$800/Employee Spring Meeting \$800/Employee Summer Meeting \$400/Employee Planning Session \$800/Employee	4,400
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	500
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification and exam application fees	0
7600.02	Professional Development	General Manager AMCA SOVE CSDA Annual Conference Administrative Finance Manager GFOA Seminar CSDA Annual Conference VCJPA Workshop HR Manager CALPELRA 2200.00 IPMA HR 1200.00 Executive Assistant/Clerk of the Board California Special District Association (CSDA) Annual Clerk of the Board Conference	12,000

		Clerical Staff Riverside County Training & CalPERS Educational Forum 3350.00	
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 Laptop & docking station for Executive Assistant	4,000
8487	Furniture & Equipment	Administrative Furniture Lateral Fire Safe File \$4,000.00 Board room seating \$5,000	10,000

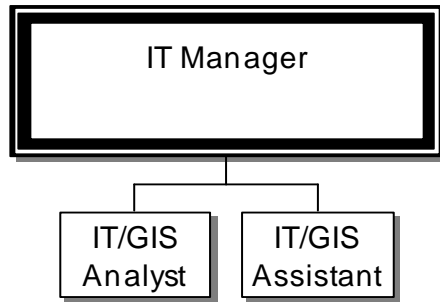
**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET FY2016/2017
 PROGRAM 210 – INFORMATION SYSTEMS**

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.

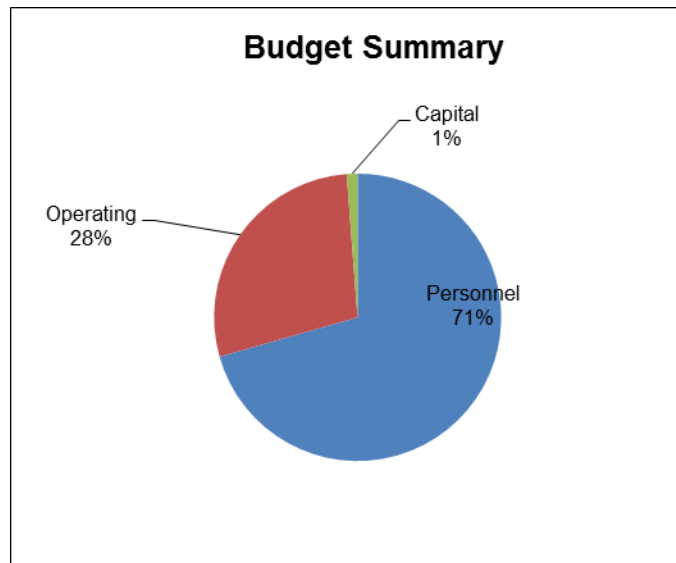


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
IT Manager	1	1
IT/GIS Analyst	1	1
IT/GIS Assistant	1	1
Total Positions	3	3

EXPENDITURE SUMMARY

210 – INFORMATION SYSTEMS	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	370,260	348,818	357,357
Operations & Maintenance	147,860	164,575	136,306
Capital	6,400	140,000	15,961
Total Expenditures	\$524,520	\$653,393	\$509,624



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **210 – Information Systems**

Account	Description	Justification	Budget 2016-17
5101	Payroll – Full Time	Information Technology Manager (1) IT/GIS Analyst (1) IT/GIS Assistant (1)	284,698
5105	Overtime	Board Meetings Network Configurations	500
5150	State Retirement	District contribution to CalPERS	29,847
5155	Social Security	District contribution is 6.2% of salary	17,651
5165	Medicare	District contribution is 1.45% of salary	4,128
5170	Cafeteria Plan	Based on current selection	21,245

5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	10,890
5195	Unemployment Insurance	6.2% of the first \$7,000 of an employee's salary	1,301
6050	Dues & Memberships	MISAC, URISA Windows Books CBT Nugget	1,400
6060	Reproduction & Printing	Printing materials and supplies	300
6070	Office Supplies	Paper, binders and misc. office supplies	500
6080	Computer & Network Systems	Ergonomic Desk Stands Panasonic Accessories Misc. Network Equipment	5,400
6095	Professional Fees	Phone/Printer/Network Services Panasonic Repairs Audio/Visual Services	3,500
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	(3) Landline Services 1900 (10) SMP Cell Phone 6000 (47) STDP Cell Phone 3600 Verizon VOIP (1158.14 per mo.) 13900	25,400
7000	Uniform Expense	District Apparel	200
7150.01	IT Communications	Mobile Communication Services Verizon FIOS 5600 (24) OPS Verizon BroadBand WLAN 12800 (38.01 per mo.) 10,946.88 (4) LAB Verizon BroadBand WLAN included (38.01 per mo.) 1,824.48 (2) ADM Verizon BroadBand WLAN 920 (38.01 per mo.) 912.24 Riverside County IT VPN 360 AccuConference 100 Constant Contact Email Campaign 240 UIA Webs Services 1200 Codero Dedicated Server Services	22,500
7350	Permits, Licenses & Fees	Microsoft User CALS Microsoft Exchange User CALS Microsoft SQL Server 2016	5,200
7570	Green Pool Surveillance	Neglected Pool Flight UAV Digital Map Project Salton Sea	25,000
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification exam application fees	0
7600.02	Professional Development	UC ESRI Certification Training	4,200

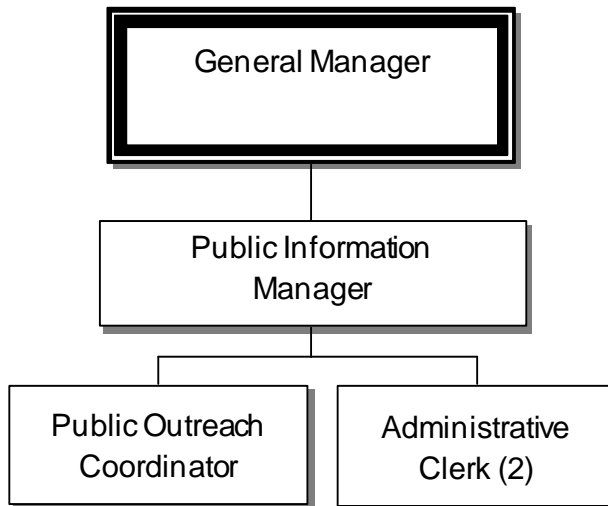
7675	Maintenance Contracts	Annual Support ESRI 19000 MotoShop – Fleet 300 NFP Accounting 6100 OnBase 11700 MSDS 2599 RedBeam 789 TimeClock Plus 2300 WebEx 1300 EzSigner 180 QuickBooks Online 1440 Barracuda Cloud Backup Storage 2600 Warranty Support HP c3000 435 HP BL460c G1 900 HP BL460c G7 290 HP DL360 260 Codero Hosting 1500	51,460
------	--------------------------	--	---------------

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET – FY2016/2017
 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; radio (news, features, and public service announcements); television (news, features, public service announcements, media conferences), and the internet (CVMVCD website, video, presentations, embedded content, and links on local partner websites).

The Department is responsible for all media contact, community interaction, and making sure that the District’s mission is 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 association 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, Fiesta Campesina, and other events that help us reach our audience.

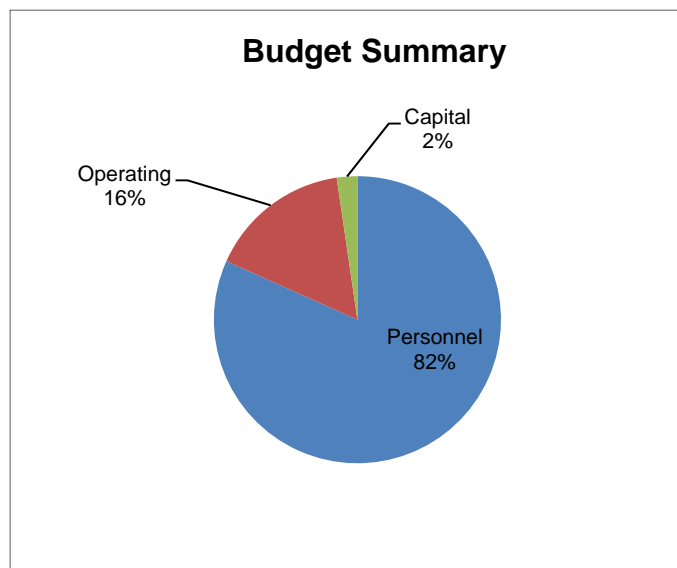


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
Public Outreach Manager	1	1
Public Outreach Coordinator	1	1
Administrative Clerk	2	2
Total Positions	4	4

EXPENDITURE SUMMARY

215 - PUBLIC OUTREACH	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	475,416	402,429	155,529
Operations & Maintenance	93,100	86,000	62,924
Capital	13,500	350	503
Total Expenditures	\$582,016	\$488,779	\$218,956



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.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **215 – Public Outreach**

Account	Description	Justification	Budget Amount 2016-17
5101	Payroll – Full Time	Public Outreach Manager (1) Public Outreach Coordinator (1) Administrative Clerk (2)	319,701
5105	Overtime	Public outreach events (Date Fest Volunteer/Sculpture Building)	4,300
5150	State Retirement	District contribution to CalPERS	30,409
5155	Social Security	District contribution is 6.2% of salary	19,821
5165	Medicare	District contribution is 1.45% of salary	4,636
5170	Cafeteria Plan	Based on current election	82,585
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	12,229
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	1,736
6060	Reproduction & Printing	Annual Reports (100) Framing for Staff Photo Bookmarks (5 versions – 5,000/each) Brochures District (5,000 8-page) Rats (5,000 4-page) Activity Books (5,000) Every Door Direct Mail notification post cards (High trap counts, High WNV activity) 5 Neighborhoods; 2x/year Approx. \$350/Neighborhood (per mailing)	21,000
6070	Office Supplies	Date Fest Craft Materials Supplies for Mosquito crafts Paper for Plotter Laminating sheets Supplies for CEU training manuals Labels for promotional items	2,000
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) West Nile Virus Awareness Week – Fly swatters, repellent, stickers, pencils, and other promotional items (Target Audience 1,000) • 5K Fight the Bite Run in Palm Desert (\$10,000) 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) WNV Awareness Week 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)	
8415	Public Outreach Equipment	2 New workstations (clerks) Keyboard, Mouse and Tray	1,500
8415.13	Capital	Website expansion \$5,000 Rebranding Identity \$5,000 Display cabinet for lobby \$2,000	12,000

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET – FY2016/2017
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 Amount 2016-17
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	98,586
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 FY2016-17 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.	20,000
5300	Employee Incentive	Employee Recognition Event and Annual Award Ceremony Teambuilding events	10,000
5301	Employee Support	Coffee and supplies Drinking water and related supplies	4,000
5302	Wellness Program	Employee run Wellness program	5,000
5305	Employee Assistance Program	Wellness Works	2,800
6000	Property & Liability Insurance	VCJPA Liability 94,827 VCJPA Property 30,085 VCJPA General Fund 16,686 VCJPA Group Fidelity Premium	141,402
6001	Workers' Compensation Insurance	VCJPA Workers Comp Insurance Premium	218,461
6050	Corporate Dues & Memberships	California Special District Association (CSDA) Mosquito and Vector Control Association of California (MVCAC) American Mosquito Control Association (AMCA) Society of Vector Ecologists (SOVE)	19,000
6065	Recruitment/Advertising	Advertising of classified ads for recruitment and public notices of RFP's Pre-employment background screenings	4,000

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	1,000
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	60,000
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	3,000
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	10,000
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 – FY2016/2017
 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

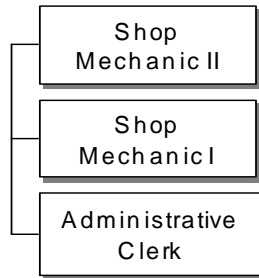
Program **250 – Trustee Support Program**

Account	Description	Justification	Budget Amount 2016-17
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 – FY2016/2017
 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.

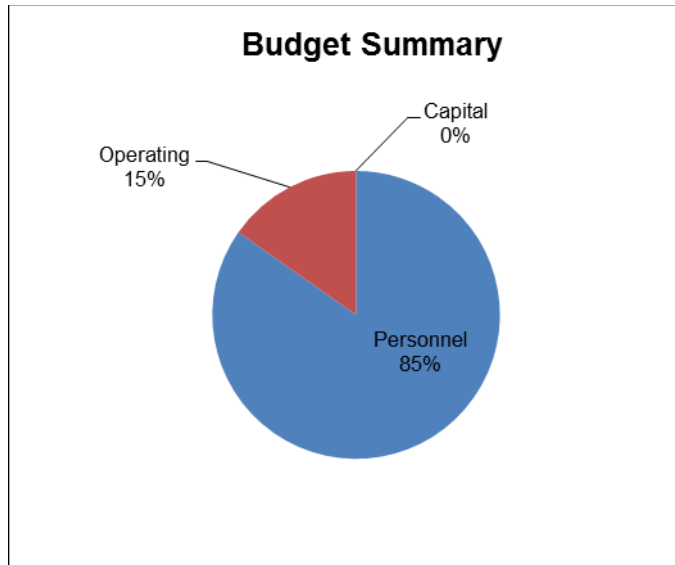


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
Shop Mechanic II	1	1
Shop Mechanic I	1	1
Administrative Clerk	1	1
Total Positions	3	3

EXPENDITURE SUMMARY

300 – FLEET MAINTENANCE	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	306,921	297,171	292,183
Operations & Maintenance	55,250	47,470	42,890
Capital	-	5,500	1,866
Total Expenditures	\$362,171	\$350,141	\$336,939



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **300 – Fleet Maintenance Program**

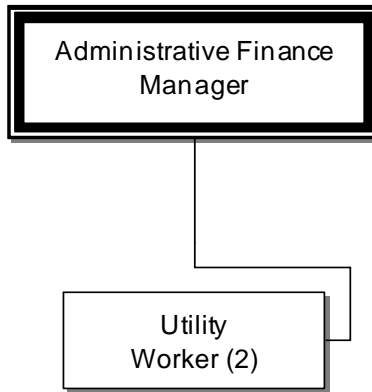
Account	Description	Justification	Budget Amount 2016-17
5101	Payroll – Full Time	Shop Mechanic II (1) Shop Mechanic I (1) Administrative Clerk (1)	214,646
5105	Overtime	Required work outside normal hours for emergencies	1,500
5150	State Retirement	District Contribution to CalPERS	16,187
5155	Social Security	District Contribution is 6.2% of salary	13,308
5165	Medicare	District Contribution is 1.45% of salary	3,112
5170	Cafeteria Plan	Based on current election.	54,416
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	2,450
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

7350	Permits	Recurring fees for permits, smog certificates, AQMD Storage Tank Permits, Annual Vapor fees, Emissions fees, etc. SMOG (1125) AQMD ANNUAL TESTING (950) AQMD EMISSION FEES (123) AQMD LIQUID FUEL DISP (190) EPA ID REGISTRATION FEE (150)	2,500
7400.00	Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Napa, Tires, Batteries for fleet vehicles & <i>trailers</i>	19,000
7400.02	Specialty Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Argo, Napa, Tires, Batteries for District specialty off-road vehicles	5,000
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	2,500
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)	3,600
7500	Small Tools Furniture & Equipment (Non-Capital)	Replacement of small tools	1000
7600.01	State Required CEU	State Required CEU Training \$400 per person Certification exam application fees	0
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 \$1297.4 52 Fleet Vehicles @ \$24.95 Device Rental \$1297.4 *Monthly recurring fee \$1294.4	15,300
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	1000
8415	Non-Capitalized Equipment	Robinair Freon Recovery/Recycle/Recharging Station	

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET – FY2016/2017
 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.

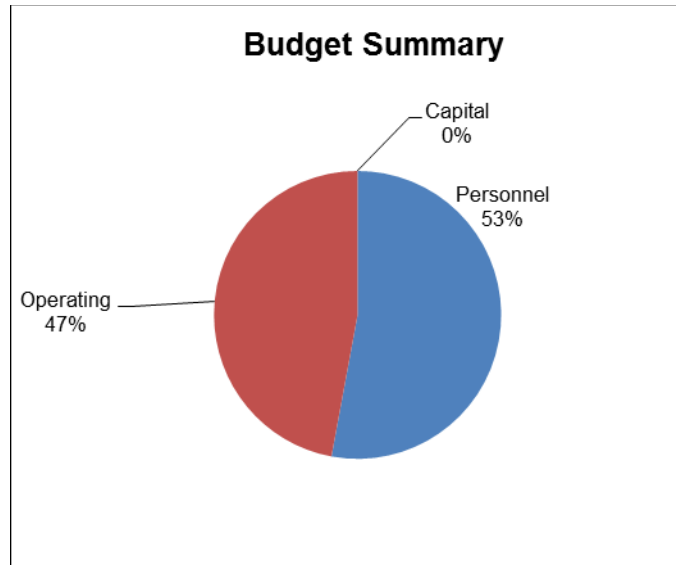


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
Utility Worker	2	1
Total Positions	2	1

EXPENDITURE SUMMARY

305 BUILDINGS & GROUNDS MAINTENANCE	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	155,230	138,823	68,012
Operations & Maintenance	138,100	148,500	142,666
Capital	-	-	-
Total Expenditures	\$293,330	\$287,323	\$210,678



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **305 – Buildings & Grounds Maintenance**

Account	Description	Justification	Budget Amount 2016-17
5101	Payroll - Full Time	Utility Worker (2)	98,235
5105	Overtime	Required work outside normal hours	1,000
5150	State Retirement Expense	District contribution to CalPERS	7,478
5155	Social Security Expense	District contribution is 6.2% of salary	6,091
5165	Medicare Expense	District contribution is 1.45% of salary	1,424
5170	Cafeteria Plan	Based on current election	40,134
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	2,200
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.	3,500
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
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 \$5,000 External Doors Storage etc. – Paint, install new locks (In-House) \$1,000 Tank Room Maintenance (In-House) \$1,000 Multipurpose Room plumbing – Install hot water to Administration building \$4,500 Replace faucets, toilets, shower heads with Waterwise products	10,000
7300.06	Solar Panel Maintenance	Solar panel cleaning Maintenance & repairs	4,000
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 – equipment for landscaping	3,000
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification exam application fees	400
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 \$5,000 HVAC GTD Lifetime Service \$15,000 Security Services \$11,000	72,400
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	800

Capital Projects:

IF33 – Server Room Relocation

IF35 – Paint Stucco

IF36 – Maintenance and Repair of Tank Room Ceiling

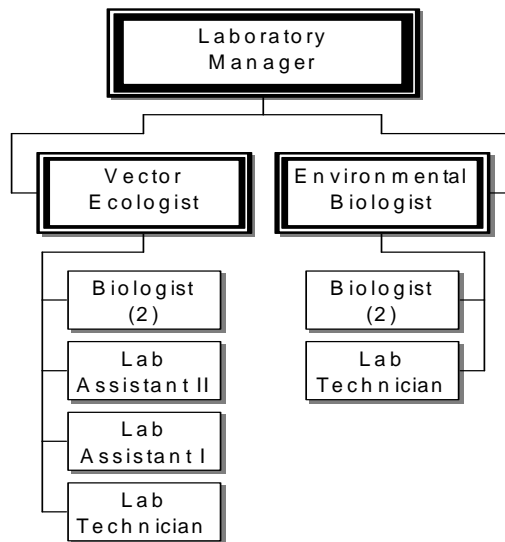
FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET – FY2016/2017
PROGRAM 400 – SURVEILLANCE AND QUALITY CONTROL PROGRAM

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, sentinel chickens, 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.

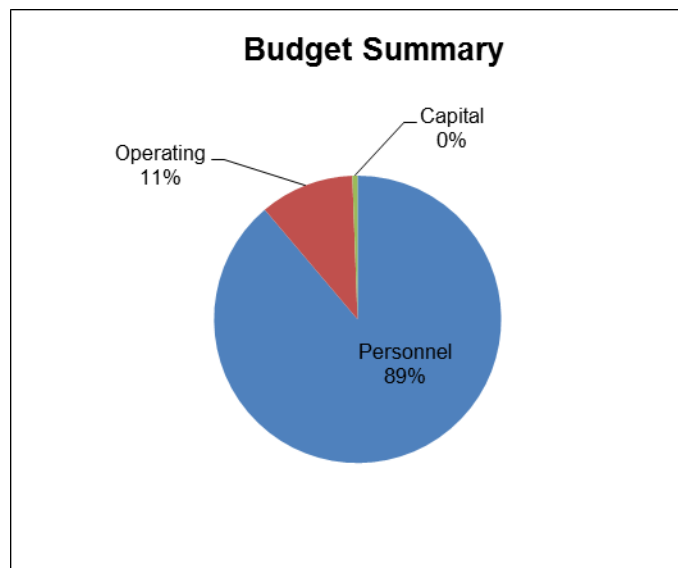


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
Scientific Operations Manager	0	1
Laboratory Manager	1	0
Vector Ecologist	1	1
Environmental Biologist	1	1
Biologist	4	4
Laboratory Assistant II	1	1
Laboratory Assistant I	1	1
Laboratory Technician	2	2
Total Positions	11	11

EXPENDITURE SUMMARY

400 – SURVEILLANCE AND QUALITY CONTROL	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	1,106,127	1,221,711	1,233,642
Operations & Maintenance	132,080	136,920	143,908
Capital	7,300	-	-
Total Expenditures	\$1,245,507	\$1,364,631	\$1,377,550



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

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

Account	Description	Justification	Budget Amount 2016-17
5101	Payroll – Full Time	Laboratory Manager (1) Environmental Biologist (0) Vector Ecologist (1) Biologist (4) Laboratory Assistant II (1) Laboratory Assistant I (1) Laboratory Technician (2)	785,409
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	66,059
5155	Social Security	District contribution is 6.2% of salary	48,695
5165	Medicare	District contribution is 1.45%	11,388
5170	Cafeteria Plan	Based on current elections	157,194
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	21,477
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	3,906
6050	Dues & Memberships	Trop Med ESA	400
6070	Office Supplies	Printing and general office supplies	1,000
6075	Postage	UPS PCR Confirmation Shipping 5 times / season \$100/shipment = \$500 Apr – Nov Chicken Sera shipping – \$120 Misc. Shipping \$500	1,000
6095	Professional Services	Surveillance	15,730
6110.01	MVCAC Committee Assignment Travel	MVCAC Committee Travel Fall Meeting \$800/Employee (2) Seaside Spring Meeting \$800/Employee (2) - North	3,200
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee (4)	4,800

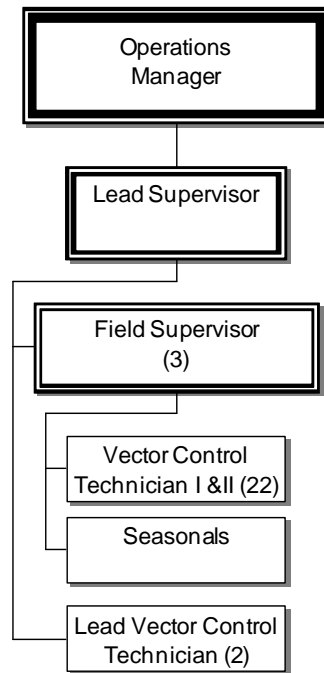
7000	Uniform Expense	District Apparel Professional Shirts \$120/Employee (7 = \$840) G&K Rental Uniforms – 8 staff @ \$40.00/wk – Year = \$1920.00 Towel Purchase Cleaning Service \$240/year	3,000
7050	Safety Expense	Personal protection equipment Laboratory & Field safety equipment	5,000
7310	Maintenance & Calibration	PCR Maintenance Contract 2500 Extractor maintenance contract 3500 RIFA Lab Humidifiers (3x 500) BSL Cert & Hood Certification 5000 Pipette Calibration 800	13,300
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 NPDES	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	Surveillance	Mosquito and sentinel chicken testing	
7575.02		External Mosquito PCR – 5 Confirmation Samples @ \$20.00/sample (25 pools / confirmation)	0
7575.03		External Chicken Sera ELISA	0
7575.04		Internal Mosquito PCR @ \$4.50/Sample Testing 4000 pools	22,500
7575.05		Internal Chicken Sera ELISA/Vectest	0
7575.06		Sentinel Chickens	0
7575.07		Surveillance Traps & Parts	5,000
7600.01	State Required CEU	Certification exam application fees	50
7600.02	Professional Development	AMCA \$1,500/Employee (3) SOVE \$1,500/Employee (2) IFA \$1,500/Employee (2) Electrical Training \$1500/Employee (1)	12,000
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	20,000
8415	Equipment Parts and Supplies	Invasive Aedes traps (20 x \$230) Batteries for Aedes traps (20 x \$75) Sugar wick virus traps (4 x 300)	7,300

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET – FY2016/2017
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.

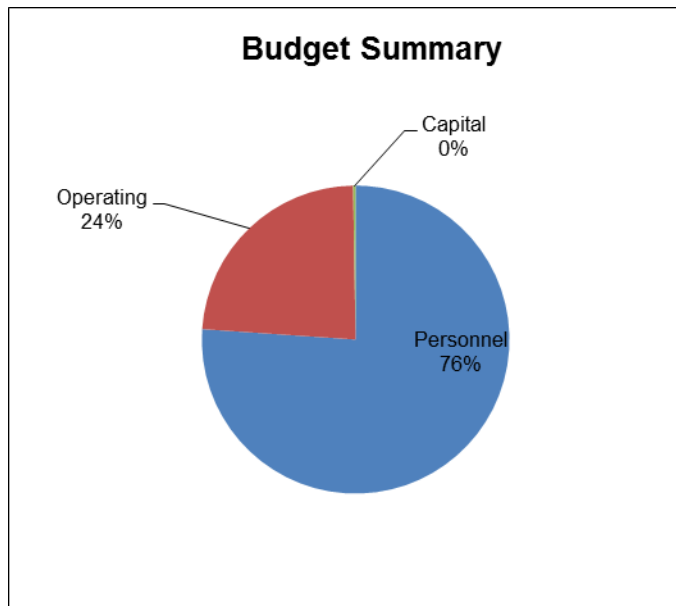


STAFFING SUMMARY

Title	FY2016-17 Proposed Positions	FY2015-16 Authorized Positions
Operations Manager	1	0
Lead Field Supervisor	1	1
Field Supervisor	3	3
Lead Vector Control Technician	2	2
VCT II	7	7
VCT I	15	15
Administrative Clerk	0	0
Total Positions	29	28

EXPENDITURE SUMMARY

500 – CONTROL OPERATIONS	2016-17 Budget	2015-16 Budget	2014-15 Actual
Personnel	2,926,504	2,529,803	2,546,113
Operations & Maintenance	910,255	797,450	606,252
Capital	10,000	23,900	1,072
Total Expenditures	\$3,846,759	\$3,351,153	\$3,153,437



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **500 – Control Operations Program**

Account	Description	Justification	Budget Amount 2016-17
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)	1,968,395
5102	Payroll – Seasonal	10 Seasonals (890 hours) per seasonal	124,600
5105	Overtime	Budgeted in contingency reserve	10,000
5150	State Retirement	District Contribution to CalPERS	146,789
5155	Social Security	District Contribution is 6.2% of salary	128,662
5165	Medicare	District Contribution is 1.45% of salary	30,090
5170	Cafeteria Plan	Based on current election	481,468
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	19,574
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employees salary	16,926
6070	Office Supplies	General office supplies Printing supplies	2,500
6075	Postage	UPS/USPS mailing costs	250
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	11,275
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	6,700
7600.01	State Required CEU	Certification exam application fees Make-up training expenses	2,500

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	50,000
7750	Operating Supplies	Routine operating and maintenance supplies to aide control efforts	7,500
7800	Control	Total control budget	665,000
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 (\$1,400.00/hr)	50,400
7850	Aerial Applications Urban	Aerial services for larviciding for Aedes egypti in urban areas	75,280
8415	Operations Equipment	Micronair AU 6539 Atomisers for Aerial Adulticide - \$5000 Maruyama – 4 – \$3200 Birchmeier – 4 - \$1640	10,000

FY2016-17 SEASONAL HIRING SCHEDULE

PROGRAM	PERIOD	NUMBER
C.C. Eye Gnat / Agri. Disposable Fly Traps	7/1 – 11/18/2016	8
C.C. Eye Gnat / Agri. Disposable Fly Traps	3/1 – 6/30/2017	6

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET – FY2016-17
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 FY2016-17:

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. Providing control of larval mosquitoes in the freshwater, soft-sediment cracks near the Salton Sea.
2. Providing control of larval mosquitoes at large vegetated sites where it is difficult for personnel and product to penetrate.
3. Developing strategies to control adult mosquitoes in urban areas of the Coachella Valley, including underground habitats, during times of peak arbovirus transmission (May-October).
4. Improving efficacy of control of red imported fire ants in residential and golf course habitats where the landscape is watered multiple times a day and owners are reluctant to reducing watering.
5. Providing control of synanthropic flies (e.g., eye gnats, house flies, filth flies) in areas where residential neighborhoods are adjacent to agricultural areas.

RFP will be issued in the summer of 2016

IN-HOUSE RESEARCH “STORMWATER BEST MANAGEMENT PRACTICES THAT DECREASE MOSQUITO BREEDING”

SUMMARY - Stormwater systems in the southern United States are known to be important breeding sites for *Culex quinquefasciatus* mosquitoes. The systems, including catch basins and drywells, are designed to allow water from storms to draw down within 96 hours, allowing for mitigation of pollution in urban runoff as required by the Clean Water Act. In addition to receiving water during storms, many of these sites also receive water from over-irrigated landscaping and improperly orientated sprinklers. It is this constant influx of water that leads to a larger than natural population of mosquitoes in the urban environment. This project will examine some alternative stormwater devices and modifications to existing systems to determine if a better alternative is available from a vector control standpoint. Based on cost estimates from Jim Shaffer of Washoe County, NV, where research has been done for 10 years, modification of existing catch basins will cost between \$300 and \$700 per site. Additional modifications can be made to vegetated swales using vegetated recapture designs.

POTENTIAL BENEFITS – Improved water capture with decreased ability for adult mosquitoes to access standing water. Decreased number of treatments required by vector control technicians and less maintenance required by city and water district workers to keep water systems functioning properly.

ALLOCATION TO THE MOSQUITO AND VECTOR CONTROL ASSOCIATION OF CALIFORNIA (MVCAC) 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. In 2012 the MRF spent about \$225,000 funding 7 research projects that focused on understanding mosquito ecology and control in California. These projects were recommended for funding from a pool of 14 proposals by the MVCAC Vector Control Research Committee which currently has 2 members of our District sitting on the committee.

POTENTIAL BENEFITS – Helping support the MRF allows more projects impacting mosquito control in California 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 Amount 2016-17
8510.00	Research Projects	Funds available for research	150,000

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET – FY2016-17
 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 Amount 2016-17
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 Amount 2016-17
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 – FY2016-17
 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 nearly 4,000 mosquito samples in 2015. 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 1st 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 Amount 2016-17
4530	Reimbursement	Reimbursements for testing	12,000

Account	Description	Justification	Budget Amount 2016-17
5101	Salaries & Wages	1000 samples tested – \$7.50 per sample	7,500
7550	Materials & Supplies	Materials and supplies \$4.50 per sample	4,500

**Coachella Valley Mosquito and Vector Control District
FY 2016-2017
Facility Capital Improvement Budget**

	<u>Draft Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>Y-T-D 3/31/2016</u>	<u>Forecast 6/30/2016</u>
Beginning Fund Balance	-	-	-	-	-
REVENUE					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
EXPENSES					
6095 Professional Fees	10,000	10,000	10,758	5,948	5,948
8415 Equipment Capital Outlay		-			
8463 Interior Upgrade	80,000	80,000	4,901		
8487 Facility Improvements	30,000	100,000	144,324	74,890	74,890
9000 Contingency					
TOTAL EXPENSES	120,000	190,000	159,983	80,838	80,838
Total Revenue Less Expense	<u>(120,000)</u>	<u>(190,000)</u>	<u>(159,983)</u>	<u>(80,838)</u>	<u>(80,838)</u>
Ending Fund Balance	-	-	-	-	-

**FUND 11 – DISTRICT FACILITY CAPITAL IMPROVEMENT FUND
 CAPITAL BUDGET FY2016/2017
 PROGRAM 800 – FACILITY CAPITAL IMPROVEMENT BUDGET**

PROGRAM DESCRIPTION

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

Project IF14 – Board Room Microphone Replacement

Project IF33 – Server Room Relocation

EXPENDITURE SUMMARY

800 – FACILITY CAPITAL IMPROVEMENT BUDGET	PROPOSED 2016-17 Capital Budget	2015-16 Capital Budget	2014-15 Capital Actual
Capital Expenditures	120,000	190,000	2,408,117
Total Expenditures	\$ 120,000	\$ 190,000	\$ 2,408,117

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

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

Account	Description	Justification	Budget Amount 2016-17
6095	Professional Fees	Design, permits	10,000
8463	Interior Equipment Upgrade	IF14 - Board Microphone System	80,000
8487	Building Improvements	IF33 – Server Room Relocation	30,000

Program: Information Systems
Project Title: Boardroom Microphone System Replacement
Project Number: IF14
Project Manager: Edward Prendez

Issue / Need:	
<p>The microphone system is over 10 years old the current system is obsolete and is starting to fail. Replacement parts have to be bought used</p>	
Solution:	
<p>Acquisition of a system that integrates with the District's IT infrastructure</p>	

Project Cost Summary

Expense Category	2016-17	2017-18	2018-19	2019-20	Total CIP
Equipment	80,000				

Prior – Year Expenditures: -
Total Project Cost: \$80,000

Program: Information Systems
Project Title: Server Room Re-location to Ops Building
Project Number: IF33
Project Manager: Edward Prendez

Issue / Need:	
<p>The IT server room is currently located in the Admin building, this room is small. It was the original IT closet, now that the District has expanded the IT infrastructure the room is too small. Now that the lab has relocated, there is room in the old insectary chambers to relocate the servers. The old insectary chambers have a designated AC unit which is ideal for the server room.</p>	
Solution:	
<p>Move server into old insectary</p>	

Project Cost Summary

Expense Category	2016-17	2017-18	2018-19	Total CIP
Design	10,000			
Construction	30,000			
Prior – Year Expenditures:				-
Total Project Cost:				\$40,000

**Coachella Valley Mosquito and Vector Control District
FY 2016-2017
Thermal Facility Remediation Fund**

	<u>Proposed Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>YTD 3/31/2016</u>	<u>Forecast 6/30/2015</u>
Beginning Fund Balance	428,534	364,663	304,221	366,062	366,062
REVENUE					
Income from Lease	16,185	15,750	15,853	11,876	15,922
Interest	2,000	-	1,238		1,800
Transfers From Operating Budget					
Transfer From General Operating Fund	44,750	44,750	44,750		44,750
TOTAL REVENUE	62,935	60,500	61,841	11,876	62,472
EXPENSES					
Thermal Facility Improvement					-
TOTAL EXPENSES	-	-	-	-	-
Total Revenue Less Expense	62,935	60,500	61,841	11,876	62,472
Ending Fund Balance	491,469	425,163	366,062	377,937	428,534

FUND 12 – THERMAL REMEDIATION FUND BUDGET FY2016/2017
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

FY2016-17	
Beginning Fund Balance – Thermal Reserve	428,534
Revenues	
Rental Income	16,185
Interest	2,000
Transfer from General Fund	44,750
Expenditures	-
Ending Fund Balance	<u><u>\$491,469</u></u>

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**

Account	Description	Justification	Budget Amount 2016-17
4900	Transfer from Gen Fund	Transfer from General Operating Fund	44,750
4520	Interest	Interest from investments	2,000
4530	Miscellaneous Receipts	Lease agreement with Coachella Unified School District	16,185

Year 7

Prior Year Accrued Liability	423,500
Annual required funding	60,500
Total accrued remediation liability (expense)	484,000
FY2016-17 Contributions	
Rental Income	15,750
Transfer from Operating Budget	44,750
Increase in net remediation obligation	(60,500)
Net remediation obligation – beginning of year	(0)
Net remediation obligation – end of year	-

**Coachella Valley Mosquito and Vector Control District
FY 2016-2017
Equipment Budget**

	<u>Proposed Budget 2016-2017</u>	<u>Budget 2015-2016</u>	<u>Actual 2014-2015</u>	<u>YTD 3/31/2016</u>	<u>Forecast 6/30/2016</u>
Beginning Fund Balance	1,242,578	1,292,345	1,466,844	1,413,962	1,413,962
REVENUE					
Interest	4,000	4,000	4,833		6,181
Sale of Assets	18,000	18,000			
Misc.	-	-	-		
Transfers From Operating Budget	-	-	-		
Transfer From General Operating Fund	-	-	-		
TOTAL REVENUE	22,000	22,000	4,833	-	6,181
EXPENSES					
8415 Capital Outlay - IT	12,000	16,000	20,688	12,626	12,626
8415 Capital Outlay - Public Outreach	5,000	5,000	-		
8415 Capital Outlay - Fleet	200,000	170,000	9,698	164,939	164,939
8415 Capital Outlay - Ops	-	-	11,589	-	
8415 Capital Outlay - Lab	-	-	15,740	-	-
8462 Exterior Equipment	-	-	-		
8463 Interior Equipment	-	-	-		
TOTAL EXPENSES	217,000	191,000	57,714	177,564	177,565
Total Revenue Less Expense	(195,000)	(169,000)	(52,881)	(177,564)	(171,384)
Ending Fund Balance	1,047,578	1,123,345	1,413,962	1,236,397	1,242,578

**FUND 13 – CAPITAL REPLACEMENT FUND BUDGET FY2016/2017
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	PROPOSED		
	2016-17 Capital Budget	2015-16 Capital Budget	2014-15 Actual
Revenue	22,000	22,000	4,806
Capital Expenditure	217,000	191,000	181,484
Revenue less Expenditures	(\$195,000)	(\$169,000)	(\$176,678)

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Revenue

Description	Justification	Budget Amount 2015/2015
Bank Interest	Interest from Equipment Replacement Fund	4,000
Sale of Assets	6 Vehicles	18,000

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 210 – INFORMATION SYSTEMS

Account	Description	Justification	Budget Amount 2016-17
8415	Capital Outlay	Computer Replacement Public Outreach Coordinator Lab Technician II Lab Technician I Lab Technician I Surface Tablet	12,000

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	New Website – Cost based on estimates	5,000

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 300 – FLEET MAINTENANCE

Account	Description	Justification	Budget Amount 2016-17
8415	Capital Outlay	Fleet Vehicle Purchase ~ \$24,904 * 12% = \$27,892 * 7	200,000