



Coachella Valley Mosquito and
Vector Control District

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

Budget Workshop

Tuesday, June 11, 2019

4:30 p.m.

AGENDA

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

1. Call to Order
2. Roll Call
3. Public Comments
4. Overview/Discussion of Preliminary FY 2019/20 Budget
5. Trustee Comments
6. Adjournment

Certification of Posting

I certify that on June 7, 2019, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on June 7, 2019.

Graciela Morales, Clerk of the Board

MAJOR ASSUMPTIONS

OPERATING SURPLUS FROM FY2018-19 BUDGET USED TO PAY LUMP SUM FOR CALPERS UNFUNDED LIABILITY

LONG TERM LIABILITIES

- CALPERS PENSION UNFUNDED LIABILITY –PAY A LUMP \$600,000 & SHORTEN AMORTIZATION PERIOD FOR LONG TERM SAVINGS IN INTEREST PAYMENT
- CALPERS RETIREE HEALTHCARE LIABILITY – CONTINUE TO PAY THE OPTIONAL PREFUNDING OF HEALTHCARE FOR RETIREES FROM OPERATING BUDGET

REVENUE OVERALL INCREASE 4 %:

- PROPERTY TAX REVENUE TO INCREASE 3%. A CONSERVATIVE ESTIMATE BASED ON ASSESSORS VALUATION AND PREVIOUS YEAR'S REVENUES.
- BENEFIT ASSESSMENT RATES INCREASE \$0.99 PER SINGLE FAMILY EQUIVALENT (SFE) TO \$13.48 PER SFE, REVENUE PER ENGINEERS REPORT ESTIMATED TO BE \$2,147,755

EXPENDITURE PAYROLL - FY2019-20 12.9% INCREASE OVER 2018-19 ESTIMATED ACTUAL.

- FY2019-20 BUDGET INCLUDES AN EXTRA POSITION OF ACCOUNTING TECHNICIAN I BUDGETED AT 0.8 FTE & INCLUDES BUDGETED POSITIONS THAT WERE NOT FILLED FULL FISCAL YEAR 2018-19
- 2 PERCENT COLA FOR ALL STAFF – PER DISTRICT MOU
- CALPERS EMPLOYER RATE INCREASE FROM 8.099% TO 8.563% (CLASSIC)
- \$600,000 LUMP SUM PAYMENT CALPERS PENSION UNFUNDED LIABILITY

CAPITAL RESERVES FORECAST

The total beginning spendable Capital Fund balance is estimated to be \$13,445,342. Our capital planning has resulted in four Reserve Funds. Full details of what each Reserve covers are shown in the budget paper. The opening balances are estimated to be:

- a. General Reserve: \$10,076,494
- b. Thermal Facility Remediation Fund Reserve: \$518,052
- c. Capital Equipment Replacement Fund Reserve: \$1,220,711
- d. Capital Facility Replacement Fund Reserve: \$1,630,085

General Fund Reserves

GENERAL FUND	Beginning Balance July 1, 2019	Budgeted Revenue	Contribution from / (to) Operations and from Other Capital Funds	Budgeted Expenditure	Ending Balance June 30, 2020
Committed Reserves: <i>Reserve for Public Health Emergency</i>	4,103,640				4,103,640
Assigned Reserves: <i>Reserve for Operations -</i>	4,500,000	11,008,398	(503,547) ⁽¹⁾	(11,104,851)	4,500,000
<i>Reserve for Future Healthcare Liabilities</i>	877,253				877,253
<i>Reserve for Facility Capital Improvements</i>	0				0
<i>Unassigned</i>	595,601				0
Total	\$10,076,494	11,008,398	(503,547)	(11,104,851)	\$9,476,494

⁽¹⁾ Transfer to / from Operating Budget

⁽²⁾ Transfer to / from General Reserve

Thermal Facility Remediation Fund Reserves

THERMAL FACILITY REMEDIATION FUND RESERVE	Beginning Balance July 1, 2019	Budgeted Revenue	Contribution from / (to) Operations and from Other Capital Funds	Budgeted Expenditure	Ending Balance June 30, 2020
Assigned Reserves: <i>Thermal Facility Remediation Fund</i>	518,052	20,119	44,750 ⁽¹⁾	(524,000)	58,921
Total	518,052	20,119	44,750	(524,000)	58,921

⁽¹⁾ Transfer to / from Operating Budget

⁽²⁾ Transfer to / from General Reserve

Capital Equipment Replacement Fund Reserves

CAPITAL EQUIPMENT REPLACEMENT FUND	Beginning Balance July 1, 2019	Budgeted Revenue	Contribution from / (to) Operations and from Other Capital Funds	Budgeted Expenditure	Ending Balance June 30, 2020
Assigned Reserves:					
<i>Reserve for Vehicle Replacement</i>	560,879	42,000	123,105 ⁽¹⁾	(285,530)	440,454
<i>Reserve for Information Technology</i>	273,033		35,792 ⁽¹⁾	(181,525)	127,300
<i>Reserve for Laboratory Equipment</i>	386,799				386,799
Total	1,220,711	42,00	158,897	(467,055)	954,553

⁽¹⁾ Transfer to / from Operating Budget

⁽²⁾ Transfer to / from General Reserve

Capital Facility Replacement Fund Reserves

CAPITAL FACILITY REPLACEMENT FUND	Beginning Balance July 1, 2019	Budgeted Revenue	Contribution from / (to) Operations and from Other Capital Funds	Budgeted Expenditure	Ending Balance June 30, 2020
Assigned Reserves:					
<i>Reserve for Facility</i>	1,630,085	18,395	299,900 ⁽¹⁾	(296,500)	1,651,880
Total	1,630,085	18,395	299,900	(296,500)	1,651,880

⁽¹⁾ Transfer to / from Operating Budget

⁽²⁾ Transfer to / from General Reserve

OPERATING BUDGET SUMMARY

REVENUE

For Fiscal Year (FY) 2019-20 the total operating revenue is forecast to increase to \$11,008,398 which is 4.1% higher than the estimated actual for Fiscal Year Ending (FYE) June 30, 2019 of \$10,562,826.

REVENUE	ADOPTED BUDGET 2018-2019	ESTIMATED ACTUAL 6/30/2019	% DIFFERENCE	PROPOSED BUDGET 2019-2020	% DIFFERENCE
PROPERTY TAXES CURRENT	8,284,857	8,309,680	0.3%	8,561,446	3.0%
PROPERTY TAXES PRIOR	38,562	35,143	-8.9%	36,197	3.0%
INTEREST INCOME	100,000	194,884	94.9%	200,000	2.6%
MISCELLANEOUS	63,000	63,000	0%	63,000	0%
BENEFIT ASSESSMENT	1,996,366	1,960,119	-1.8%	2,147,755	8.7%
TOTAL	\$10,482,785	\$10,562,826	0.76%	\$11,008,398	4.1%

REVENUE ASSUMPTION

- Benefit Assessment rates per Single Family Equivalent (SFE) increase \$0.99 per Single Family Equivalent (SFE) to \$13.48 per SFE estimated revenue \$2,147,755
 - Increase in assessment due to conservative estimate of County tax revenue
- Property Tax Current to increase by 3 % in line with Assessors Valuation
- Interest revenue increase to \$200,000
- Miscellaneous revenue includes \$16,000 estimated CalCard rebate, \$35,000 for USDA refund for expenses and \$12,000 for reimbursement for testing other mosquito & vector control districts' mosquito samples for WNV or SLE.

EXPENDITURE

Total Operating budget expenditure for FY2019-20 is forecast to be \$11,608,398 this is a 14.1% increase over the estimated actual for FYE June 30, 2019. Variability factors that affect operating expenditures include mosquito abundance, disease presence and presence of invasive of species i.e *Aedes aegypti*. CPI increase for Riverside Area in March 2019 is 2.8 %.

EXPENDITURE	ADOPTED BUDGET 2017-2018	ESTIMATED ACTUAL 6/30/2019	% DIFFERENCE	PROPOSED BUDGET 2019-2020	% DIFFERENCE
PAYROLL	7,394,104	7,190,806	-2.8%	8,259,347	12.9%
ADMINISTRATIVE	662,535	706,713	6.7%	770,704	8.3%
UTILITY	116,000	112,465	-3.1%	116,000	3.1%
OPERATING	1,827,532	1,475,007	-19.3%	1,958,800	24.7%
CONTRIBUTION TO CAPITAL RESERVES	482,614	482,614	0.0%	503,547	4.1%
TOTAL EXPENSES & TRANSFERS	\$10,482,785	\$9,967,605	-4.9%	\$11,608,398	14.1%

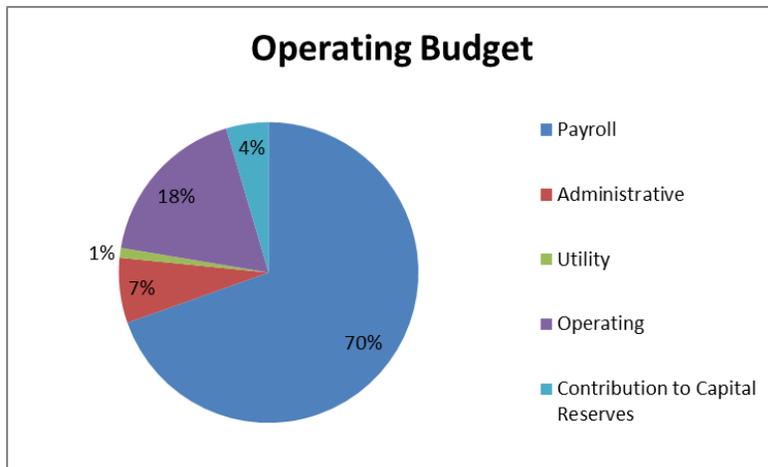


Figure 1 Operating Budget

Expenditures are broken down into Payroll, Administrative, Utility, Operating and Contribution to Capital Reserves. Payroll costs, which account for 70 % of the budget, are projected to increase by 12.9% over the estimated actual for FYE June 30, 2019. The main increases are due to CalPERS Unfunded Liability lump sum payment of \$600,000, budgeted positions that were recruited part way through the year are fully funded for example the position Public Information Officer was recruited in April 2019. The FY2019-20 Budget also includes an extra position of Accounting Technician I budgeted at 0.8 FTE as well as 2 percent COLA per MOU for all staff and CalPERS increase.

Although the 2019-20 Operating budget is 24.7% over the latest estimate for 2018-19, it is a 7 % over the 2018-19 budget. Operations are extremely difficult to budget and 2018-19 due to the year to year variability of vector populations and the pathogens they transmit.. Administrative expenditures are projected to increase by 8.3%, Utility to increase by 3.1% and Contribution to Capital Reserves increase 4.1 %.

EXPENDITURE ASSUMPTIONS:

Payroll Expenses

The District employs 60 full-time staff, increased with seasonal (part time) staff beginning early summer, totaling 68 full time equivalents (FTE).

- Cost of living adjustment of 2 percent for all employees
- CalPERS Employer Rate increase from 8.099% to 8.563% (Classic)
- CalPERS employer payment of unfunded liability increased from \$132,568 to \$757,735
- Additional position Accounting Technician I budgeted at 0.8 FTE
- Seasonal Worker Budget is \$205,140. This includes 10 workers in Operations for summer 2019, 10 for spring 2020 for RIFA, Eye Gnat and Fly control and 3 working in the lab conducting vector surveillance.

Proposed FY2019-20			
Department	Full Time FTEs	Part Time FTEs	% of Total
Administration	2.0	0.0	2.9%
Finance	3.8	0.0	5.6%
Human Resources	3.0	0.0	4.4%
Information Systems	3.0	0.0	4.4%
Public Outreach	4.0	0.0	5.9%
Fleet Maintenance	2.0	0.0	2.9%
Buildings & Grounds Maintenance	2.0	0.0	2.9%
Surveillance & Quality Control	10.0	1.3	16.7%
Control Operations	30.0	6.7	54.1%
Total	59.8	8.0	100.0%

Estimated Actual FY2018-19			
Department	Full Time FTEs	Part Time FTEs	% of Total
Administration	2.0	0.0	3.0%
Finance	3.2	0.0	4.9%
Human Resources	2.6	0.4	4.0%
Information Systems	3.0	0.0	4.6%
Public Outreach	3.4	0.0	5.2%
Fleet Maintenance	2.6	0.0	4.0%
Buildings & Grounds Maintenance	2.0	0.0	3.0%
Surveillance & Quality Control	10.0	0.5	15.2%
Control Operations	29.0	6.9	54.7%
Total	57.8	7.8	100.0%

Administrative Expenses

- Property and liability insurance dues increase from FY2018-19 Budget to \$114,911. Retrospective adjustment is forecast to be lower, VCJPA are factoring in retaining 50 % of retrospective adjustments to build equity in the program.
- Workers compensation insurance dues are estimated to \$225,303. Retrospective adjustment is estimated to be \$45,000
- Professional Fees Administration Budget is \$0, these are now accounted for in budget Professional Fees Finance which are \$43,000 this includes audit, reserve study update, payroll fees, and CalPERS administration fees.
- Attorney Fees are set at \$48,000.

Utility Expenses

- Expenses are forecast to remain at \$116,000

Operating Expenses

- Contingency Expense of \$150,000

This amount is almost 10 % of the Operating Expenses minus the Research Budget. This expense is built into the budget in case there is a need to buy more equipment, chemicals or aerial services.

CAPITAL BUDGET – SUMMARY

The **Thermal Facility Remediation Fund Reserve** includes rental revenue of \$17,119 and a fund transfer from the General Fund of \$44,750. The Thermal Budget includes remediation work; \$524,000 has been set aside for this. Ending fund balance for Thermal Facility Remediation Fund Reserve is estimated to be \$58,921

Figure 2 Thermal Facility Remediation Fund Reserve Capital Budget

	Proposed Budget 2019-2020	Adopted Budget 2018-2019	Estimated Actual 2018-2019	Actual 2017-2018
Beginning Fund Balance	518,052	463,724	485,924	448,087
REVENUE				
Income from Lease	17,119	17,119	17,119	16,783
Interest	3,000	3,000	6,000	5,750
Transfer From General Operating Fund	44,750	44,750	44,750	44,750
TOTAL REVENUE	64,869	64,869	67,869	67,283
EXPENSES				
Professional Fees	30,000	-	30,000	8,978
Maintenance	-	-	5,741	33,035
Capital	494,000	450,000	-	
TOTAL EXPENSES	524,000	450,000	35,741	42,013
Total Revenue Less Expense	(459,131)	(385,131)	32,128	25,270
Ending Fund Balance	58,921	78,593	518,052	485,924

Capital Equipment Replacement Fund Reserve Budget totals \$467,055 which includes replacement of 6 vehicles. These items are all funded from the accumulated reserves and transfer from Operating Budget.

Figure 3 Capital Equipment Replacement Fund Reserve Budget

		Proposed Budget 2019-2020	Adopted Budget 2018-2019	Estimated Actual 2018-2019	Actual 2017-2018
	Beginning Fund Balance	1,220,711	622,367	605,259	1,235,432
	REVENUE				
	Transfer from General Fund		1,000,125	1,000,125	-
	Interest	24,000	7,000	8,000	7,098
	Sale of Assets	18,000	18,000	55,565	60,860
	Transfers From Operating Budget IT	35,792	35,792	35,792	45,612
	Transfers From Operating Budget - Vehicle	123,105	102,172	102,172	102,172
	TOTAL REVENUE	200,897	1,163,089	1,201,654	215,742
	EXPENSES				
	8415 Capital Outlay - IT	181,525	40,750	40,750	29,510
	8415 Capital Outlay - Fleet	285,530	520,000	520,000	530,238
	8415 Capital Outlay - Facilities		25,000	12,251	
	8415 Capital Outlay - Lab Equipment		5,000	13,201	-
	TOTAL EXPENSES	467,055	590,750	586,202	559,748
	Total Revenue Less Expense	(266,158)	572,339	615,452	(344,006)
	Ending Fund Balance	954,553	1,194,706	1,220,711	605,259

FY2019-20 Capital Facility Replacement Fund Reserve Budget includes capital expenses for areas, General Common Area, Building Interiors, Building Exteriors and Mechanical totaling \$296,500. This is funded from annual transfer \$299,900 based on the funding schedule shown in the Capital Replacement Fund Reserve Budget for the 70 components within the four areas.

Figure 4 - Capital Facility Replacement Fund Reserve Budget

	Proposed Budget 2019-2020	Adopted Budget 2018-2019	Estimated Actual 2018-2019	Actual 2017-2018
Beginning Fund Balance	1,630,085	-	-	
REVENUE				
Transfer from General Fund	-	1,500,000	1,500,000	
Interest	18,395	8,348	16,762	
Transfers From Operating Budget	299,900	299,900	299,900	
TOTAL REVENUE	318,295	1,808,248	1,816,662	-
CAPITAL EXPENSES				
General Common Area		28,900	111,000	
Building Interiors	200,000	35,000	577	
Building Exteriors	48,000	-		
Mechanical	48,500	74,000	75,000	
TOTAL EXPENSES	296,500	137,900	186,577	-
Total Revenue Less Expense	21,795	1,670,348	1,630,085	-
Ending Fund Balance	1,651,880	1,670,348	1,630,085	

CALPERS Unfunded Liability Options:

The District's latest CalPERS actuarial valuation shows that the District has a projected June 30, 2019 Unfunded Liability of \$1,684,112. Amortized over 27 years, the current amortization schedule, for FY 2019-20, CalPERS charges the District a payment of unfunded liability of the amount \$155,370. As of June 30 2017 the District funded ratio is 88.4%. Addressing the unfunded liability by either shortening the amortization period or paying lump sum or a combination of both will increase the District's funded ratio, reduce the District's interest payments, reduce future annual unfunded liability payments and protect the District's employee's pension fund. The Finance Committee reviewed 5 options of addressing the CalPERS Unfunded Liability.

- Paying CalPERS Unfunded Liability using current amortizations schedule
- Paying CalPERS Unfunded Liability using 10 year amortization schedule
- Paying CalPERS Unfunded Liability using 5 year amortization schedule
- Paying \$600,000 lump sum from estimated FY2018-19 Operating Budget surplus then amortizing the balance over 5 year amortization schedule
- Paying full CalPERS Unfunded Liability from estimated FY2018-19 Operating Budget surplus, and Fund Balance

After reviewing these 5 options, the Finance Committee discussed at the May Budget Workshop the following two options, take no action and continue paying the annual unfunded liability over the current amortization period (Option 1), or use the projected surplus from the FY 2018-19 of approximately \$600,000 as a lump sum payment and amortize the balance over 5 years (Option 2).

Proposed Options

1. CalPERS Unfunded Liability – Current Amortization Schedule

Over the 27 year period total payments are estimated to be \$2,753,446, including \$1,069,334 in interest payments. For FY 2019-20 the unfunded liability payment is \$155,370

2. CalPERS Unfunded Liability – Lump Sum \$600,000 plus \$155,000 5 year amortization

Use the \$600,000 FY2018-19 Operating Budget surplus plus \$155,000, amortize the balance and pay total estimated payments of \$1,953,106 saving an estimated interest payments of \$800,340

For both of these scenarios the Benefit Assessment is unaffected.

Retiree Healthcare Liability (OPEB Liability)

The District provides eligible employees who retire through CalPERS, health insurance. The retiree medical coverage is provided by CalPERS as permitted through the Public Employees Medical and Hospital Care Act (PEMCHA). The plan offers post-employment medical benefits to retired employees who satisfy the eligibility rules (50 years old, 5 years of service with the District and 10 years of CalPERS eligible service). Vesting requires 10 years of CalPERS

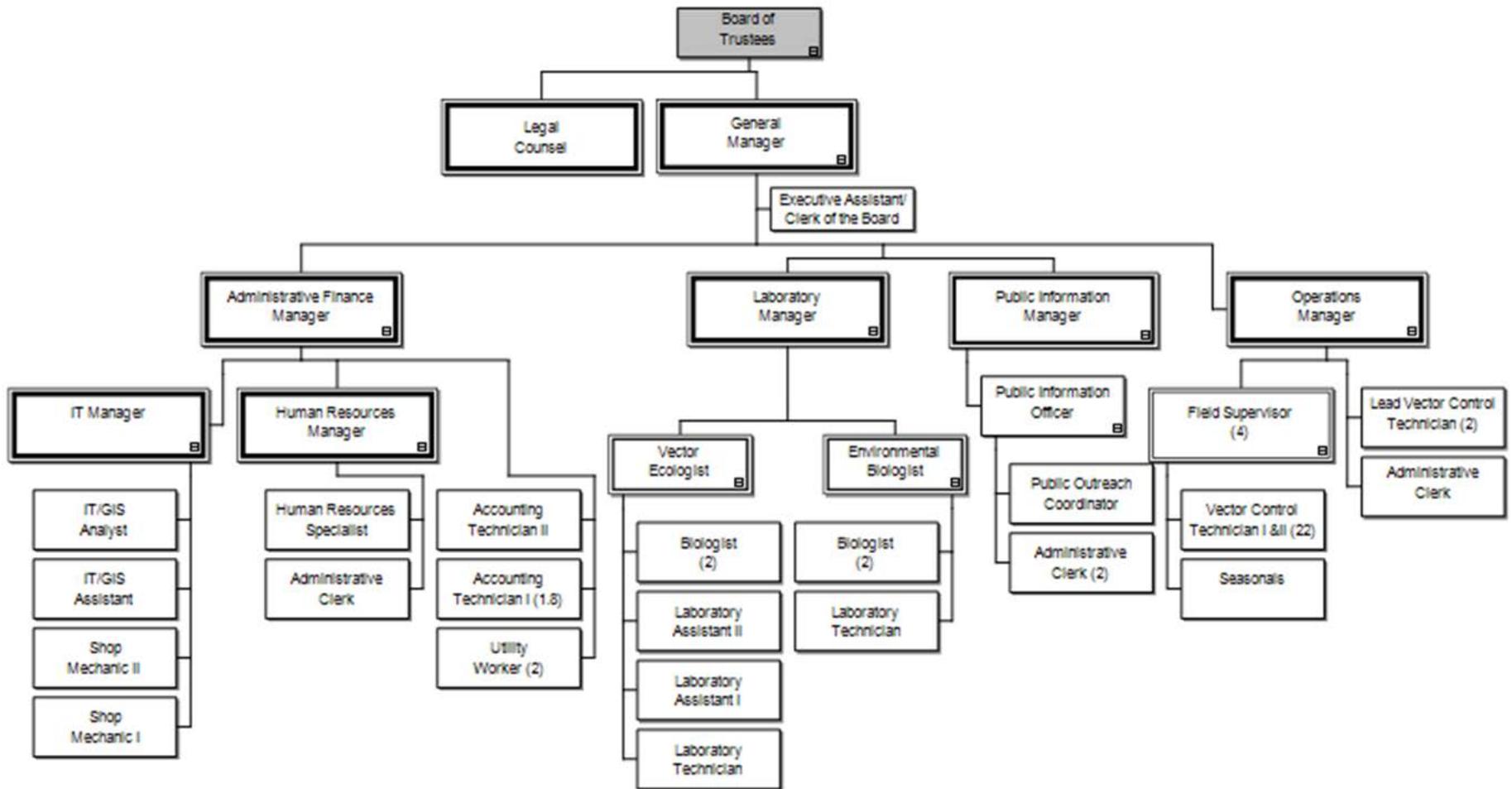
service, at 20 years an eligible employee can receive full health care contribution from the District. Currently the District has 5 inactive employees who receive healthcare benefit contributions. As of June 30 2018 the District's OPEB Liability is actuarially determined to be \$3,276,272, the fund balance is \$2,560,349, with net OPEB liability of \$715,923. The funded ratio is 78%. For FY 2019-20 the amount \$352,420 is budgeted for retiree healthcare which includes \$312,000 for prefunding the liability.

Reserve for Future Healthcare Liabilities is \$877,253

- **Option prefund from reserves**

Balanced Budget

To balance the budget the Benefit Assessment increase \$0.99 from \$12.49 per SFE to \$13.48 per SFE. Increase in Benefit Assessment based on conservative estimate of County tax revenue.



COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

TABLE OF ORGANIZATION

Programs / Personnel	FY2019-20 Proposed Budget	FY2018-19 Adopted Budget	FY2018-19 Estimated Actual	FY2017-18 Actual
Program 200 - Administration				
General Manager	1	1	1	1
Executive Assistant/Clerk of the E	1	1	1	1
Program 201- Finance				
Administrative Finance Manager	1	1	1	1
Accounting Technician II	1	1	1	1
Accounting Technician I	1.8	1	1	1
Administrative Clerk	0	0	0.2	0
Program 202 - Human Resources				
Human Resources Manager	1	1	1	1
Human Resources Specialist	1	0.8	0.8	0
Administrative Clerk	1	0.2	0.8	1
Seasonal Employees (*FTE)	0	0	0.4	0
Program 210 - Information Systems				
IT Manager	1	1	1	1
IT/GIS Analyst	1	1	1	1
IT/GIS Assistant	1	1	1	1
Program 215 - Public Outreach				
Public Information Manager	1	1	1	1
Public Information Officer	1	0.8	0.2	0
Public Outreach Coordinator	0	1	0.2	1
Administrative Clerk	2	2	2	2
Program 300 - Fleet Maintenance				
Shop Mechanic II	1	1	1	1
Shop Mechanic I	1	1	1	1
Administrative Clerk	0	1	0.6	1
Program 305 - Buildings & Grounds Maintenance				
Utility Worker	2	2	2	2
Program 400 - Surveillance & Quality Control				
Laboratory Manager	1	1	1	1
Vector Ecologist	1	1	1	1
Biologist	4	4	4	4
Laboratory Assistant II	1	1	1	1
Laboratory Assistant I	1	1	1	1
Laboratory Technician	2	2	2	2
Seasonal Employees (*FTE)	1.3	0.5	0.5	0.2
Program 500 - Control Operations				
Operations Manager	1	1	1	1
Field Supervisor	4	4	4	3
Administrative Clerk	1	0	0.2	0
Lead Vector Control Technician	2	2	2	2
Vector Control Technician II	7	7	7	7
Vector Control Technician I	15	15	14.8	15
Seasonal Employees (*FTE)	6.7	6.9	6.9	5.5
TOTAL	67.8	66.2	65.6	62.7
*FTE - Full Time Equivalent				

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

	<u>Proposed Budget 2019-2020</u>	<u>Adopted Budget 2018-2019</u>	<u>Estimated Actual 2018-2019</u>	<u>Actual 2017-2018</u>
Beginning Spendable Fund Balance	10,076,494	11,981,018	11,981,018	11,189,136
REVENUES				
Property Taxes Current	8,561,446	8,284,857	8,309,680	8,012,581
Property Taxes Prior	36,197	38,562	35,143	35,143
Interest Income	200,000	100,000	194,884	140,525
Miscellaneous Revenue	63,000	63,000	63,000	61,555
*Benefit Assessment Income	2,147,755	1,996,366	1,960,119	1,628,823
TOTAL REVENUES	11,008,398	10,482,785	10,562,825	9,878,627
EXPENSES				
Payroll Expense				
5101 Payroll - Full Time	4,848,777	4,686,031	4,566,727	4,413,610
5102 Payroll - Seasonal	205,140	208,460	206,779	193,918
5103 Temporary Services	6,900	6,900	6,900	6,900
5105 Overtime Expenses	18,700	41,700	22,000	18,357
5150 CalPERS Employer Payment of Unfunded	757,735	132,568	132,568	103,257
5150 CalPERS State Retirement Expense	463,285	433,891	376,021	453,167
5155 Social Security Expense	304,643	302,827	283,774	287,518
5165 Medicare Expense	71,247	70,822	67,504	68,270
5170 Cafeteria Plan Expense	1,093,203	1,031,051	1,057,175	1,007,960
5172 Retiree Healthcare	352,420	342,420	342,420	209,992
5180 Deferred Compensation	105,231	101,029	92,152	89,225
5195 Unemployment Insurance	32,065	36,405	36,405	34,657
Total Payroll Expense	8,259,347	7,394,104	7,190,424	6,886,832
Administrative Expense				
5250 Tuition Reimbursement	15,000	15,000	12,011	8,044
5300 Employee Incentive	10,000	6,000	4,839	5,349
5301 Employee Support	3,500	4,000	2,797	3,872
5302 Wellness	600	600	-	
5305 Employee Assistance Program	3,500	3,200	3,147	3,148
6000 Property & Liability Insurance	140,911	139,895	138,478	121,448
Retrospective Adjustment	(26,000)	(60,000)	(26,116)	(89,278)
Sub Total	114,911			
6001 Workers' Compensation Insurance	225,303	215,730	215,376	252,194
Retrospective Adjustment	(45,000)	(130,000)	(92,524)	(132,558)
Sub Total	180,303			
6050 Dues & Memberships	28,500	25,480	24,876	23,573
6060 Public Outreach Materials	26,750	21,750	21,000	8,469
6065 Recruitment/Advertising	7,000	6,500	8,132	5,164
6070 Office Supplies	19,200	14,980	19,237	13,859
6075 Postage	5,500	8,500	2,588	6,235
6080 Computer & Network Systems	5,000	5,000	4,900	4,998
6085 Bank Service Charges	120	200	70	231
6090 Local Agency Formation Commission	1,200	1,200	1,129	1,184
6095 Professional Fees				
Administration	5,000	-	1,800	22,877
Information Systems	6,500	3,500	2,277	568
Public Outreach	5,000	-	-	
Finance	36,000	43,000	36,073	49,713
Human Resources	-	6,500	2,277	

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

	Proposed Budget 2019-2020	Adopted Budget 2018-2019	Estimated Actual 2018-2019	Actual 2017-2018
6100 Attorney Fees - General Counsel	48,000	50,000	35,249	42,247
6100 Attorney Fees - Labor Relations	-	5,000	-	37,385
6100 Attorney Fees - Personnel	-	35,000	76,723	31,414
6105 Legal Services - Abatement	1,000	1,000	-	
6106 HR Risk Management	4,500	4,500	4,500	4,500
6110 Conference Expense				
MVCAC Committee Assignments	14,400	12,200	3,557	10,502
Annual Conference Expense	22,100	18,000	15,216	15,451
Trustee Travel	17,000	18,600	11,888	12,487
6115 Trustee In-Lieu Expense	13,200	13,200	12,300	12,800
6120 Trustee Support Expense	4,800	4,000	4,649	4,209
6200 Meetings Expense	4,620	2,000	2,075	2,201
6210 Promotion & Education	26,500	26,000	21,000	21,072
6220 Public Outreach Advertising	45,000	46,000	42,000	38,991
6500 *Benefit Assessment Expense	96,000	96,000	95,189	95,761
Total Administrative Expense	770,704	662,535	706,713	638,109
Utility Expense				
6400 Utilities	105,000	105,000	92,105	93,278
6410 Telecommunications	11,000	11,000	20,360	7,970
Total Utility Expense	116,000	116,000	112,465	101,248
Operating Expense				
7000 Uniform Expense	30,500	26,650	28,875	28,687
7050 Safety Expense	25,000	23,350	15,921	19,688
7100 Physician Fees	5,000	4,000	4,073	5,110
7150 IT Communications	40,000	40,000	31,948	37,108
7200 Maintenance Supplies	4,000	4,000	2,717	3,011
7300 Building & Grounds Maintenance	42,000	42,000	27,283	35,591
7310 Calibration & Certification of Equipment	7,800	6,000	6,095	4,996
7350 Permits, Licenses & Fees	21,750	10,850	5,076	4,946
7400 Vehicle Maintenance & Repair	39,600	32,000	28,323	26,117
7420 Offsite Vehicle Maintenance & Repair	17,000	12,500	13,728	11,277
7450 Equipment Parts & Supplies	15,500	16,500	11,601	17,685
7500 Small Tools Expense	1,700	1,700	1,657	1,106
7550 Lab Operating Supplies	36,500	30,500	26,303	24,583
7570 Green Pool Surveillance	25,000	25,000	25,000	17,496
7575 Surveillance	52,000	45,500	38,608	35,488
7600 Staff Training				
State Certified Technician Fees	6,000	6,000	6,625	6,470
State Required CEU	6,500	1,650		4,441
Professional Development	74,750	64,350	63,857	33,858
7650 Equipment Rentals	1,000	1,000	720	288
7675 Contract Services				
Administration	7,300	7,000	9,213	9,647
Information Systems	58,000	53,000	21,987	43,937
Fleet	17,000	18,000	7,083	14,258
Facilities	65,000	45,732	68,045	67,196
Operations	5,500	5,500	5,121	4,776
Abatement	2,000	2,000	-	
7700 Motor Fuel & Oils	80,200	73,200	77,815	82,989
7750 Ops Operating Supplies	9,400	9,400	7,436	5,048

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

	<u>Proposed Budget 2019-2020</u>	<u>Adopted Budget 2018-2019</u>	<u>Estimated Actual 2018-2019</u>	<u>Actual 2017-2018</u>
7800 Control	-	-		
Chemical Control	770,500	770,500	716,079	632,058
Physical Control	14,500	14,500	-	500
7850 Aerial Applications	-	-		
Rural	92,500	82,500	79,467	52,425
Urban	32,000	32,000	19,200	41,465
8415 Operating Equipment	53,300	20,650	11,952	26,414
8487 Furniture & Equipment	-	-		1,245
8510 Research Projects	150,000	150,000	85,917	120,000
9000 Contingency Expense	150,000	150,000	-	
Total Operating Expense	<u>1,958,800</u>	<u>1,827,532</u>	<u>1,475,007</u>	<u>1,419,902</u>
TOTAL EXPENSES	11,104,851	10,000,176	9,484,610	9,046,092
Contribution to Capital Reserves				
8900 Thermal Remediation Reserve	44,750	44,750	44,750	44,750
8900 Capital Facility Replacement Reserve	299,900	299,900	299,900	
8900 Capital Vehicle Replacement Reserve	123,105	102,172	102,172	79,992
8900 Capital Equipment IT Replacement Reser	35,792	35,792	35,792	67,792
Total Contribution to Capital Reserves	<u>503,547</u>	<u>482,614</u>	<u>482,614</u>	<u>192,534</u>
TOTAL EXPENSES & TRANSFERS	11,608,398	10,482,785	9,967,224	9,238,626
Operating Revenue Less Expenses, Transfers	<u>(600,000)</u>	<u>0</u>	<u>595,601</u>	<u>640,001</u>
TOTAL GENERAL FUND EXPENSES	11,608,398	10,482,785	9,967,224	9,238,626
TRANSFER (TO)/FROM RESERVES				
Capital Equipment Replacement Fund		(1,000,125)	(1,000,125)	
Capital Facility Replacement Fund		(1,500,000)	(1,500,000)	
TOTAL FUND TRANSFERS				
Ending Spendable Fund Balance	<u>9,476,494</u>	<u>9,480,893</u>	<u>10,076,494</u>	<u>11,829,137</u>

**Coachella Valley Mosquito and Vector Control District
THERMAL FACILITY REMEDIATION FUND RESERVE**

	Proposed Budget 2019-2020	Adopted Budget 2018-2019	Estimated Actual 2018-2019	Actual 2017-2018
Beginning Fund Balance	<u>518,052</u>	<u>463,724</u>	<u>485,924</u>	<u>448,087</u>
REVENUE				
Income from Lease	17,119	17,119	17,119	16,783
Interest	3,000	3,000	6,000	5,750
Transfer From General Operating Fund	<u>44,750</u>	<u>44,750</u>	<u>44,750</u>	<u>44,750</u>
TOTAL REVENUE	64,869	64,869	67,869	67,283
EXPENSES				
Professional Fees	30,000	-	30,000	8,978
Maintenance	-	-	5,741	33,035
Capital	<u>494,000</u>	<u>450,000</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSES	524,000	450,000	35,741	42,013
Total Revenue Less Expense	<u><u>(459,131)</u></u>	<u><u>(385,131)</u></u>	<u><u>32,128</u></u>	<u><u>25,270</u></u>
Ending Fund Balance	<u>58,921</u>	<u>78,593</u>	<u>518,052</u>	<u>485,924</u>

**Coachella Valley Mosquito and Vector Control District
CAPITAL EQUIPMENT REPLACEMENT FUND RESERVE BUDGET**

	<u>Proposed Budget 2019-2020</u>	<u>Adopted Budget 2018-2019</u>	<u>Estimated Actual 2018-2019</u>	<u>Actual 2017-2018</u>
Beginning Fund Balance	<u>1,220,711</u>	<u>622,367</u>	605,259	<u>1,235,432</u>
REVENUE				
Transfer from General Fund		1,000,125	1,000,125	-
Interest	24,000	7,000	8,000	7,098
Sale of Assets	18,000	18,000	55,565	60,860
Transfers From Operating Budget IT	35,792	35,792	35,792	45,612
Transfers From Operating Budget - Vehicles	123,105	102,172	102,172	102,172
TOTAL REVENUE	200,897	1,163,089	1,201,654	215,742
EXPENSES				
8415 Capital Outlay - IT	181,525	40,750	40,750	29,510
8415 Capital Outlay - Fleet	285,530	520,000	520,000	530,238
8415 Capital Outlay - Facilities		25,000	12,251	
8415 Capital Outlay - Lab Equipment		5,000	13,201	-
TOTAL EXPENSES	467,055	590,750	586,202	559,748
Total Revenue Less Expense	<u>(266,158)</u>	<u>572,339</u>	<u>615,452</u>	<u>(344,006)</u>
Ending Fund Balance	<u>954,553</u>	<u>1,194,706</u>	1,220,711	<u>605,259</u>

**Coachella Valley Mosquito and Vector Control District
CAPITAL FACILITY REPLACEMENT FUND RESERVE BUDGET**

	<u>Proposed Budget 2019-2020</u>	<u>Adopted Budget 2018-2019</u>	<u>Estimated Actual 2018-2019</u>	<u>Actual 2017-2018</u>
Beginning Fund Balance	<u>1,630,085</u>	<u>-</u>	<u>-</u>	
REVENUE				
Transfer from General Fund	-	1,500,000	1,500,000	
Interest	18,395	8,348	16,762	
Transfers From Operating Budget	299,900	299,900	299,900	
	<u>318,295</u>	<u>1,808,248</u>	<u>1,816,662</u>	<u>-</u>
TOTAL REVENUE				
CAPITAL EXPENSES				
General Common Area		28,900	111,000	
Building Interiors	200,000	35,000	577	
Building Exteriors	48,000	-		
Mechanical	48,500	74,000	75,000	
	<u>296,500</u>	<u>137,900</u>	<u>186,577</u>	<u>-</u>
TOTAL EXPENSES				
Total Revenue Less Expense	<u><u>21,795</u></u>	<u><u>1,670,348</u></u>	<u><u>1,630,085</u></u>	<u><u>-</u></u>
Ending Fund Balance	<u>1,651,880</u>	<u>1,670,348</u>	<u>1,630,085</u>	

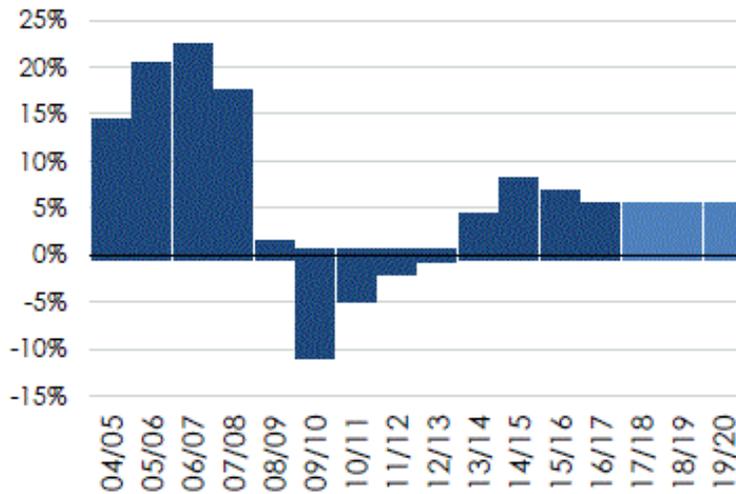
BUDGET 2019-20
REVENUE

The fiscal year runs from July 1, 2019, to June 30, 2020. The District receives revenues from property taxes and a special benefit assessment that are collected by the County of Riverside through homeowner property tax bills. These monies are assessed and collected each fiscal year according to the following property tax calendar:

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

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

Annual Change in Assessed Value



The amount of revenue the District receives is based on the assessed value of properties within the District’s boundaries. For FY2019-20 because of the local real estate market is rebounding from the slump of the last decade, the Riverside County Assessor’s Office is forecasting an increase of over 4% increase in assessed valuation which will result in increasing property tax and tax increment receipts.

REVENUE ASSUMPTIONS

- **CURRENT PROPERTY TAX TO RISE BY 3 PERCENT BASED ON ASSESSOR’S OFFICE**

- **BENEFIT ASSESSMENT RATE \$13.48 PER SFE**
- **CURRENT PROPERTY TAX INCREMENT TO RISE BY 3 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 FY2019-20 property taxes are forecast to increase by 4 percent over FY2018-19 totals.

Redevelopment Tax Increment: For FY2019-20 RDA tax increment is estimated to increase by 3 percent over FY2018-19 totals

Benefit Assessment Income: The District benefit assessment income was approved on July 26, 2005, and reflected in Board Resolution No. 2005-04. At that time it was granted a maximum assessment rate of \$16 per single family home, increased each subsequent year by the Consumer Price Index-U for the Los Angeles-Riverside-Orange County area as of December of each succeeding year (the “CPI”), with a maximum annual adjustment not to exceed 3%. Should the annual CPI change exceed 3%, any percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 3%. Property owners approved the initial assessment, including the CPI adjustment schedule, allowing the assessment to be levied and adjusted annually by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. The Benefit Assessment was reduced by 36 percent in the FY2008-09 Budget to \$10.55 per single family home; this was further reduced to \$9.14 for FY2009-10. FY2010-11 was reduced to \$6.14; FY2011-12 was reduced to \$3.07. FY2012-13 remained at \$3.07. For FY2013-14, FY2014-15 and FY2015-16 the Board of Trustees set the Benefit Assessment rate at \$6.07 a single family equivalent (SFE); for FY2016-17 the Board raised the assessment to \$9.15. For FY2017-18 the Assessment rate was \$10.21 for FY2018 -19 it is \$12.49 per SFE. For FY2019-20 it is \$13.48 per SFE.

REVENUE SUMMARY

Revenue	2019-20 Proposed Budget	2018-18 Revised Budget	2018-19 Estimated Actual	2017-18 Actual
Property Tax - Current	8,561,446	8,284,857	8,309,680	8,012,581
Property Tax - Prior	36,197	38,562	35,143	35,143
Interest Income	200,000	100,000	194,884	140,525
Miscellaneous Revenue	63,000	63,000	63,000	61,555
Benefit Assessment Income	2,147,755	1,996,366	1,960,119	1,628,823
Total Revenue	\$11,008,398	\$10,482,785	\$10,562,825	\$9,878,627

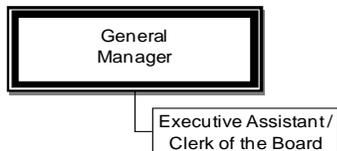
REVENUE DESCRIPTION

Revenue Source	Description	2019-20 Budget
Property Tax – Current Secured	Secured property is generally non-movable property, such as houses and other buildings. Revenues are based on general valuation. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast plus 3%	3,825,113
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%. Forecast plus 4%	45,034
Property Tax - Current Unsecured	Unsecured property is similar to secured property as noted above, and the revenue is based on the same formula. Unsecured property includes items such as motor homes, airplanes, boats, and other moveable personal property. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast is plus 4%	170,237
Redevelopment Property Tax Increment	Formerly redevelopment pass-through revenue. This is budgeted with current property taxes. Forecast is plus 4%	4,478,852
Homeowners Tax Relief	This is the portion of tax funds replaced by State resources for tax relief for homeowners. In other words, the amount of homeowners' exemption on property valuation is paid to the County by the State. The portion of revenue designated for taxing agencies, including special districts, is 1%. Forecast is plus 4%	42,209
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%.	27,704
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%.	8,493
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.	200,000
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 FY2019-20 is \$12.49 per single family equivalent (SFE).	2,147,755

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
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.



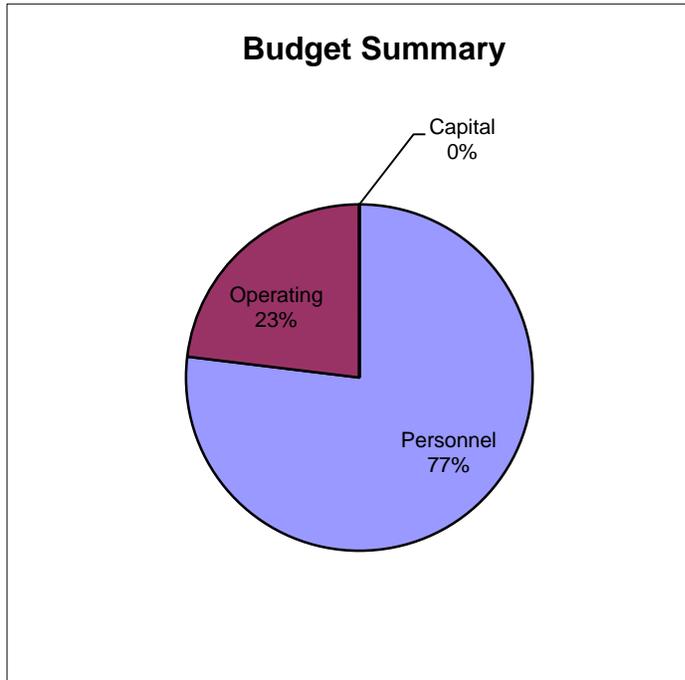
STAFFING SUMMARY

Title	2019-20 Proposed Budget	*2018-19 Adopted Budget	*2018-19 Estimated Actual	*2017-18 Actual
General Manager	1	1	1	1
Administrative Finance Manager	0	0	0	1
Human Resources Manager	0	0	0	1
Executive Assistant/Clerk of the Board	1	1	1	1
Accounting Technician II	0	0	0	1
Accounting Technician I	0	0	0	1
Administrative Clerk	0	0	0	1
Total Positions	2	2	2	7

EXPENDITURE SUMMARY

200 – ADMINISTRATION	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	*2017-18 Actual
Personnel	366,292	371,594		
Operations & Maintenance	112,900	111,450		
Capital				
Total Expenditures	479,192	483,044		

*In previous years Administration included Finance and Human Resources



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **200 – Administration**

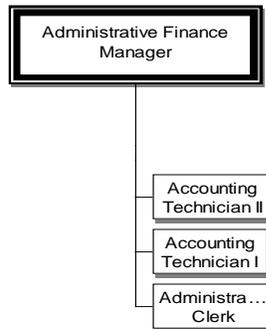
Account	Description	Justification	2019-20 Budget
5101	Payroll – Full Time	General Manager (1) Executive/Clerk of the Board (1)	252,091
5105	Overtime	Board Duties Special projects	0
5150	State Retirement	District contribution to CalPERS	35,958
5155	Social Security	District contribution is 6.2% of salary	14,325
5165	Medicare	District contribution is 1.45% of salary	3,350
5170	Cafeteria Plan	Based on current election	50,8863
5180	Deferred Compensation	District contribution of 3.825% of salary for Non-CSEA represented employees	8,837
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	868
5300	Employee Incentive	Employee Recognition Event and Annual Award Ceremony Team Building Events	4,000
5301	Employee Support	Coffee and Supplies Drinking Water and related supplies	3,500
5302	Wellness Program	2019 Calendars	
6050	Corporate Memberships	CSDA \$6842 MVCAC \$9000 AMCA \$4,100	23,000
6060	Reproduction &		

	Printing		
6070	Office Supplies	Paper for Board Packets, photocopying, public records. Binders, divider pages and miscellaneous office supplies.	1,100
6075	Postage	UPS/USPS Mailing Costs	
6090	LAFCO	SB2838 Local Government Reorganization Act of 2000 calls for payment to fund LAFCO	1,200
6095	Professional Fees		5,000
6100	Attorney Fees - General	General Legal Matters	48,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Travel Fall Meeting \$0/Employee Spring Meeting \$800/Employee Planning Session \$800/Employee	2,400
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee	1,500
6200	Meeting Expenses	Staff Meetings Expenses	2,000
7000	Uniform Expense	District Apparel	200
7050	Safety Expense	First aid kit supplies Safety posters Safety equipment	1,000
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification and exam application fees	
7600.02	Professional Development	General Manager AMCA \$2000 LCW \$525 CSDA Annual Conference \$600 Executive Assistant/Clerk of the Board CSDA Annual Conference \$600 LCW \$525	6,000
*7600	State Certification Fees	District wide	6,000
7675	Contract Services	Desert Business Machines Marlin Leasing Pitney Bowes	7,300
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	700

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2018-19
 PROGRAM 201 – FINANCE**

PROGRAM DESCRIPTION

The Finance department handles all of the fiscal operations of the District. Finance work manages and assembles the annual budget, accounting work, bookkeeping etc, working with the District auditor, managing the cash flow and investments, and handling accounts payable and payroll.



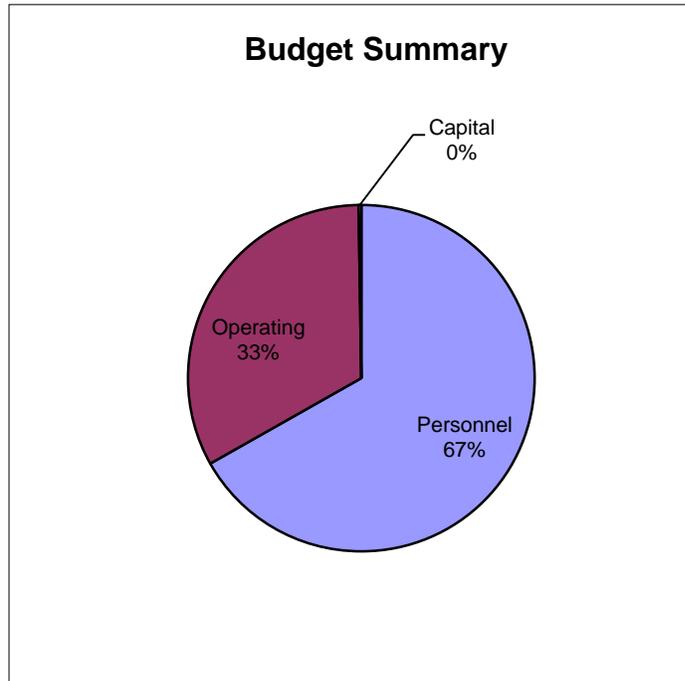
STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	*2017-18 Actual
Administrative Finance Manager	1	1	1	0
Accounting Technician II	1	1	1	0
Accounting Technician I	1.8	1	1	0
Administrative Clerk	0	0	0.25	0
Total Positions	3.8	3	3.25	0

EXPENDITURE SUMMARY

201 – FINANCE	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	*2017-18 Actual
Personnel	527,830	414,734		-
Operations & Maintenance	260,221	231,065		-
Capital	2,000			-
Total Expenditures	\$645,799	645,799		\$-

*In previous years Administration included Finance and Human Resources



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **201 – Finance**

Account	Description	Justification	2019-20 Budget
5101	Payroll – Full Time	Administrative Finance Manager (1) Accounting Technician II (1) Accounting Technician I (1) Administrative Clerk (1)	353,776
5105	Overtime	Finance Committee Meetings Year-end audit Special projects	500
5150	State Retirement	District contribution to CalPERS	38,205
5155	Social Security	District contribution is 6.2% of salary	21,278
5165	Medicare	District contribution is 1.45% of salary	4,976
5170	Cafeteria Plan	Based on current election	94,232
5180	Deferred Compensation	District contribution of 3.825% of salary for Non-CSEA represented employees	13,127
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	1,736
6000	Property & Liability Insurance	District wide insurance – Premium – 140,911 VCJPA Liability VCJPA Property VCJPA General Fund VCJPA Group Fidelity Premium	114,911

		VCJPA Auto AvQuest 3,500 Business Travel Estimated Retrospective Adjustment (26,000)	
6050	Dues & Memberships	Government Finance Officers Association (GFOA) \$160 3 x CA Society of Municipal Finance Officers (CSMFO) \$330	490
6060	Reproduction & Printing	Cost for preparation of annual budget: printing, binding and associated supplies	1,000
6065	Advertising	Public notices for Bids, Benefit Assessment, surplus sales	3,000
6070	Office Supplies	Accounting, photocopying, binders, divider pages and miscellaneous office supplies.	1,200
6085	Bank Fees	County charges for funds held in Treasury etc	120
6095	Professional Fees	Audit Services \$20,800 Actuarial Services \$3,000 Reserve Study Update \$1,600 CalPERS Administration Fees Payroll Fees	36,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Travel Fall Meeting \$800/Employee Spring Meeting \$800/Employee Planning Session \$800/Employee	800
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee	1,200
6200	Meeting Expense	Staff Meeting	250
6500	Benefit Assessment Expense	County charges for assessment roll \$81,000 Engineer - \$15,000	96,000
7000	Uniform Expense	District Apparel	250
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification and exam application fees (FY18/19 zero)	-
7600.02	Professional Development	Administrative Finance Manager LCW San Francisco January 2019 Abila Training \$1,100 – San Diego Clerical Staff Abila Training \$2,200 – San Diego Admin Training Various	5,000
8415	Equipment	Electric Monitor Stand Desk top scanners	2,000

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 PROGRAM 202 – HUMAN RESOURCES**

PROGRAM DESCRIPTION

Human Resources provide comprehensive human resources services to assist all District departments in recruitment, selection, and hiring of the most qualified employees. Human Resources administers employee benefits, coordinates employee recognition, processes performance evaluations, conducts new employee orientations, coordinates training and development, and ensures compliance with District personnel policies, and State and Federal regulations.



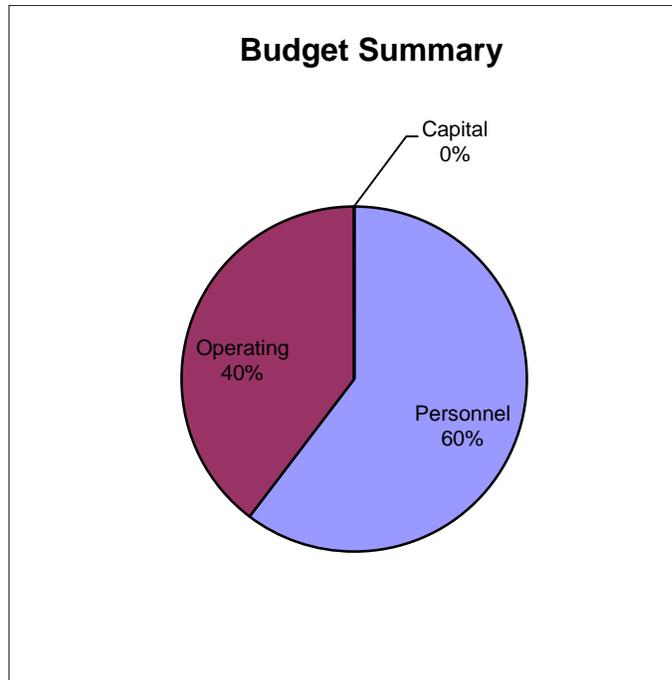
STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	*2017-18 Actual
Human Resources Manager	1	1	1	1
Human Resources Specialist	1	0.8	0.8	0
Administrative Clerk	1	0.2	0.75	1
Total Positions	3	2	2.55	2

EXPENDITURE SUMMARY

202 – HUMAN RESOURCES	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	*2017-18 Actual
Personnel	417,090	291,206		-
Operations & Maintenance	245,553	185,830		-
Capital	-	-		-
Total Expenditures	662,643	477,036		-

*In previous years Administration included Finance and Human Resources



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **202 – Human Resources**

Account	Description	Justification	2019-20 Budget
5101	Payroll – Full Time	Human Resources Manager (1) Human Resources Specialist (0) Administrative Clerk (1)	292,806
5105	Overtime	Special Projects	
5150	State Retirement	District contribution to CalPERS	39,615
5155	Social Security	District contribution is 6.2% of salary	17,678
5165	Medicare	District contribution is 1.45% of salary	4,134
5170	Cafeteria Plan	Based on current election	50,649
5180	Deferred Compensation	District contribution of 3.825% of salary for Non-CSEA represented employees	10,906
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	1,302
5250	Tuition Reimbursement	District Education Fund to reimburse employees for tuition and textbook expenses incurred in pursuing degree programs.	15,000
5300	Employee Incentive	Team Building	6,000
5302	Wellness	Health fair	600
5305	Employee	Wellness Works EAP services	3,500

	Assistance Program		
6001	Workers' Compensation Insurance	VCJPA Workers Comp Insurance Premium 225,303 Estimated Retrospective Adjustment (45,000)	180,303
6050	Dues & Memberships	HR Manager CalPELRA \$350.00 IPMA-HR \$397.00 Society for Human Resource Management (SHRM) 209.00 Liebert Library \$995	2,600
6065	Recruitment & Advertising	Pre-employment background screenings \$2,000 Advertising of classified ads for recruitment \$2,000	4,000
6070	Office Supplies	Binders, divider pages and miscellaneous office supplies.	1,500
6100.022	Attorney Fees (HR)	Personnel	20,000
6106	HR Risk Management	LCW Employment Relations Consortium	4,500
6200	Meetings Expense	Staff Meeting	100
7000	Uniform Expense	District Apparel	150
7050	Safety Expense	First aid kit supplies Safety posters Safety equipment	1,000
7100	Physician Fees	Pre-employment physician screenings, first aid services	5,000
7600.02	Professional Development	HR Manager CALPELRA \$2,200 IPMA \$2,000 LCW \$525 Clerical Staff Managing HR \$399 Project Management \$399	5,700
District wide professional development			
7600	Beyond the Bite Academy	Excel, word & Outlook training (12 attendees) \$3,250 Becoming a Leader (Outside Speaker) \$1,500	15,600
	District Wide Safety Training	Safety training 1,500	
	District Wide Supervisory Training	LCW Conference Palm Desert 5,250	
	Mandatory District Wide training	Sexual Harassment Training (Kantola-Online) 1,300	

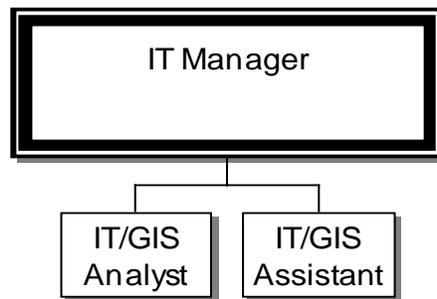
**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 PROGRAM 210 – INFORMATION SYSTEMS**

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.

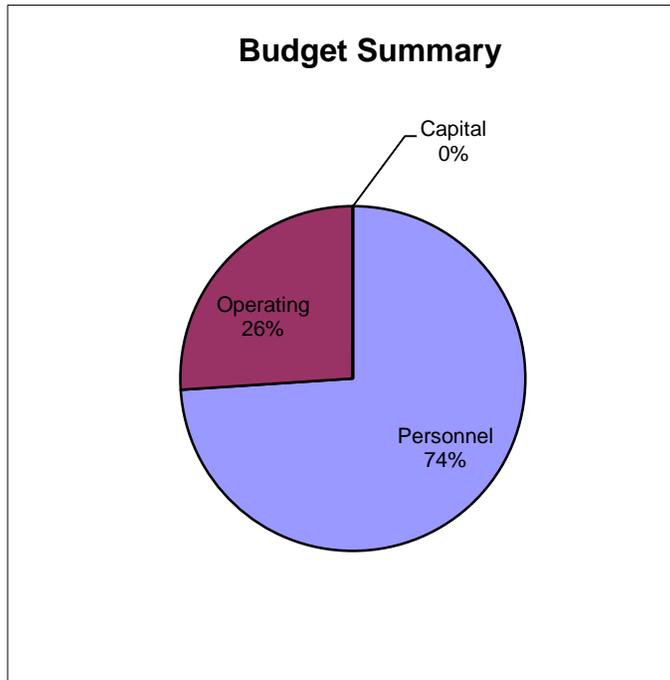


STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
IT Manager	1	1	1	1
IT/GIS Analyst	1	1	1	1
IT/GIS Assistant	1	1	1	1
Total Positions	3	3	3	3

EXPENDITURE SUMMARY

210 – INFORMATION SYSTEMS	2019-20 Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	459,026	431,671		
Operations & Maintenance	171,100	152,050		
Transfer to Capital	35,792	35,792		
Total Expenditures	665,918	619,513		



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **210 – Information Systems**

Account	Description	Justification	2019-20 Budget
5101	Payroll – Full Time	Information Technology Manager (1) IT/GIS Analyst (1) IT/GIS Assistant (1)	345,847
5105	Overtime	Board Meetings Network Configurations	500
5150	State Retirement	District contribution to CalPERS	37,161
5155	Social Security	District contribution is 6.2% of salary	20,686

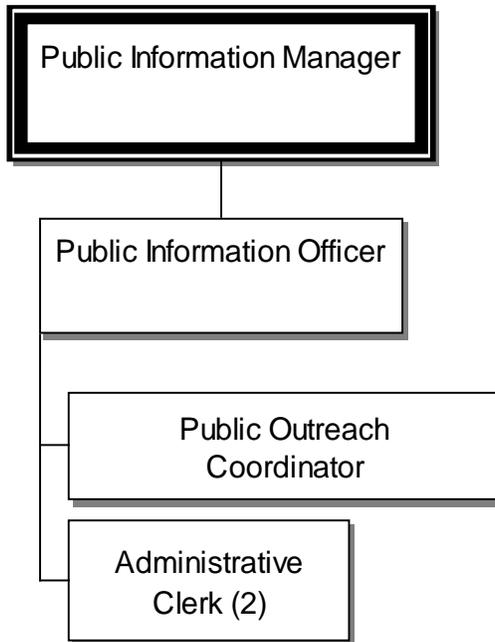
5165	Medicare	District contribution is 1.45% of salary	4,838
5170	Cafeteria Plan	Based on current selection	36,431
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	12,762
5195	Unemployment Insurance	6.2% of the first \$7,000 of an employee's salary	1,301
6050	Dues & Memberships	Municipal Information Systems Association of California Certification Training Books CBT Nuggets	1,600
6060	Reproduction & Printing	Printing materials and supplies	750
6070	Office Supplies	Paper, binders and misc. office supplies	500
6080	Computer & Network Systems	Laptop Accessories Desktop Accessories Cleaning Wipes Dust-off Compressed Gas Duster Microfiber Cleaning Cloth Computer Cleaning Kits Cell Phone Accessories Samsung Belt Clip Holsters Verizon Vehicle Car Chargers Misc. Network Equipment APC Battery Replacement	5,000
6095	Professional Fees	Phone/Printer/Network Services Panasonic Repairs Audio/Visual Services	6,500
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
6200	Meetings Expense	Staff Meetings	150
6410	Telecommunications	Verizon POTS Landlines SMP Cell Phones STDP Cell Phones	11,000
7000	Uniform Expense	District Apparel	200
7150.01	IT Communications	Verizon FIOS Verizon VOIP Verizon BroadBand Wireless LAN - OPS Verizon BroadBand Wireless LAN - LAB Verizon BroadBand Wireless LAN - ADM AccuConference Constant Contact Email Campaign UIA Web Hosting Services Secure Certificate	40,000
7350	Permits, Licenses & Fees	Microsoft User CALS Microsoft Exchange User CALS Microsoft SQL Server 2016	15,400
7570	Aerial Pool Surveillance	Neglected Pool Flight/Unmanned Aerial Systems UAV Digital Map Project Salton Sea	25,000
7600.02	Professional	UC ESRI	4,200

	Development	Certification Training	
7675	Maintenance Contracts	Annual Support ESRI Accounting Maintenance (1st usually included) * Onbase EDMS System Barracuda Energizer, Replacement & Cloud Services MSDS Pesticide SDS Management System RedBeam Asset Management System TimeClock Plus Time Management System WebEx Remote Assist Application EzSigner Signature Application Sophos Maintenance Services Meraki Wireless Maintenance Services VMWare Maintenance Services HP Warranty Support Leading Edge Maintenance Service - Laboratory	58,000
			-

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 PROGRAM 215 – PUBLIC OUTREACH PROGRAM**

PROGRAM DESCRIPTION

The Public Outreach Department aims to educate all members of the Coachella Valley community on how to reduce mosquito and vector threats and protect public health from mosquito- and vector-borne diseases. The Department raises awareness about District programs, services, and activities through the dissemination of vector control and disease prevention information to Coachella Valley residents. This includes the conceptualization of District materials such as brochures, news releases, feature articles, manuals; promotional items with District messaging; newspaper, radio, and television (news and advertising), and digital content (website, video, social media, presentations, and links on local partner websites). The Department is responsible for media and stakeholder relations, community engagement, and ensuring that the District’s mission and prevention messages are spread throughout the Coachella Valley. Departmental outreach involves presentations to city, county, community, and partner agency meetings, as well as to senior centers, health fairs, HOAs, and schools. In addition, the District participates in selected events, such as science fairs, science discovery days, the Riverside County Fair and National Date Festival, Mecca Community Resource Fair, Thermal Resource Fair, and other events that help to reach our audience. The Department organizes neighborhood events to target vector-infested areas.



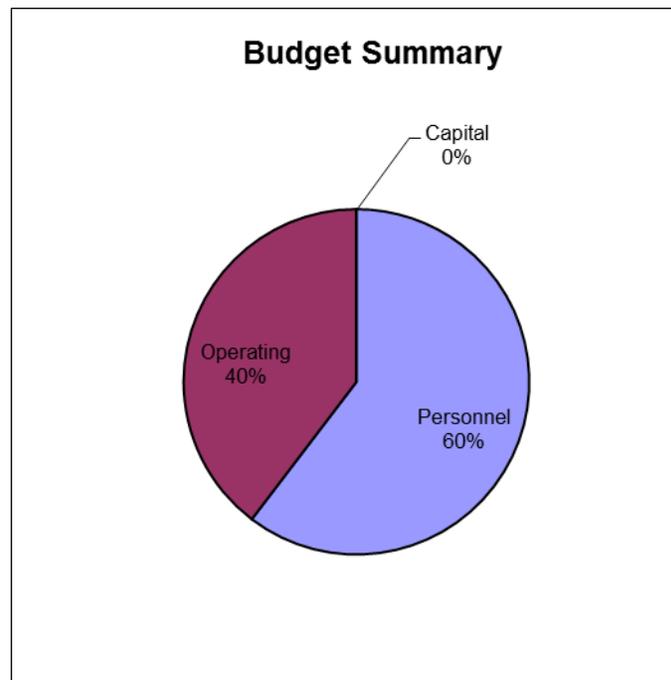
STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Public Information Manager	1	1	1	1

Public Information Officer	1	0.8	0.25	0
Public Outreach Coordinator	0	.1	0.25	1
Administrative Clerk	2	2	2	2
Total Positions	4	4.8	4.5	4

EXPENDITURE SUMMARY

215 - PUBLIC OUTREACH	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	522,990	590,835		
Operations & Maintenance	116,700	105,200		
Capital	5,000	0		
Total Expenditures	644,690	\$696,035		



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 Mosquito 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; and through tracking where callers to the District heard about us.
- Roll out community “Fight the Bite Block Parties and Clean Ups” to educate residents in invasive Aedes-infested neighborhoods how to rid their property of standing water sources.
- Develop and carry out surveys on behavior change triggers in targeted areas and develop messaging and programs to get communities to make standing water source elimination a habit.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **215 – Public Outreach**

Account	Description	Justification	Budget 2019-20
5101	Payroll – Full Time	Public Outreach Manager (1) Public Information Officer (1) Administrative Clerk (2)	357,365
5105	Overtime	Public Outreach Events Date Fest Volunteer/Sculpture Building and Repair Fight the Bite 5K OT Block Party OT	4,700
5150	State Retirement	District contribution to CalPERS	35,335
5155	Social Security	District contribution is 6.2% of salary	22,051
5165	Medicare	District contribution is 1.45% of salary	5,157
5170	Cafeteria Plan	Based on current election	83,041

5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	13,604
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	1,736
6060	Reproduction & Printing	<ul style="list-style-type: none"> ▫Bookmarks (5,000 of each of 5 bookmarks) ▫Brochures <ul style="list-style-type: none"> ▫District (4-page; 5,000) ▫Rats (4-page; 5,000) ▫Activity books (5,000) ▫Framing for staff photo ▫Annual Reports (100) ▫Every Door Direct Mail notification post cards (for high trap counts, high WNV activity) 5 neighbourhoods; 2 X a year; Approx \$350 per neighborhood per mailing) ▫Invasive Aedes Inspection/Outreach materials ▫RIFA Authorization duplicate forms ▫Translation of Public Outreach materials and news releases 	25,000
6070	Office Supplies	<ul style="list-style-type: none"> Date Fest Craft Materials Supplies for Mosquito crafts Paper for Plotter Laminating sheets Supplies for CEU training manuals Labels for promotional items 	2,900
6075	Postage	UPS/USPS mailing costs	2,000
6095	Professional Services	Translation Services	5,000
6110.01	MVCAC Committee Assignments Travel	MVCAC Committee Assignments <ul style="list-style-type: none"> Fall Meeting \$800/Employee Spring Meeting \$800/Employee Planning Session \$800/Employee Leg Day \$800 	3,200
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee 2 employees	2,400
6200	Meetings Expense	Staff meetings	200
6210	Promotion & Education	<ul style="list-style-type: none"> ▫Date Fest Registration ▫Science Fair Plaques ▫Awards submissions ▫Mosquito Patrol Patch ▫Mosquito and Fire Ant Stickers (2,500 each of 4 designs) ▫Flyswatters 5,000 ▫Repellent 6,000 ▫Promotional items (3,000 of each) <ul style="list-style-type: none"> ▫notepads ▫color changing cups ▫sponges ▫carabiners ▫Ovicups (500) ▫Aedes Collection kits (500) ▫Mosquito Awards (5) ▫Public Outreach drone for filming outreach videos and for demonstrations during outreach events 	26,500
6220	Public Outreach Advertising	<ul style="list-style-type: none"> ▫Summer/Fall Postcard Notifications ▫Spring Advertising Campaign <ul style="list-style-type: none"> ▫Radio (English and Spanish) ▫Newspaper (Desert Sun/El Informador) 	45,000

		<ul style="list-style-type: none"> ▫TV (English and Spanish) ▫Cinema 	
7000	Uniform Expense	<ul style="list-style-type: none"> ▫3 Branded shirts Public Information Manager ▫3 Branded shirts Public Information Officer ▫6 Branded shirts Administrative Clerks ▫Boots Public Information Officer ▫Branded jacket Public Information Manager ▫Branded jacket Public Information Officer 	900
7600.01	State Required CEU	State Required CEU Training (Webinars) Certification	
7600.02	Professional Development	<ul style="list-style-type: none"> ▫AMCA Annual Meeting Public Information Manager ▫Professional Development Public Information Officer ▫Professional Development Administrative Clerk ▫Professional Development Administrative Clerk 	2,900
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	700
8415	Equipment	Public Outreach Drone \$1,500 Laptop \$3,000	5,000

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 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 2019-20
5150.01	CalPERS Employer Payment of Unfunded Liability	District share of unfunded liability resulting from the Risk Pool consolidation & assumption changes. Classic \$750,000 PEPR \$2,365	757,735
5172	Retiree Healthcare	CalPERS Retiree Healthcare pre-funding for future retirees Annual Required Contribution (ARC) \$312,420 the District will fund 100 percent of the ARC for 2017-18 For current retirees \$40,000	352,420

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
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

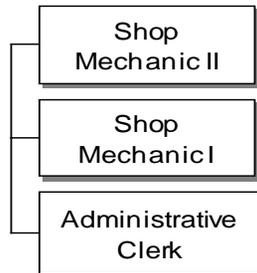
Fund 01 – General Fund
Program **250 – Trustee Support Program**

Account	Description	Justification	Budget 2019-20
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	17,000
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.	4,800
7000	Uniform Expense	District Shirt for each Trustee	900
8415	Equipment	Software – Adobe Annotate for Chromebooks	1,100

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 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.

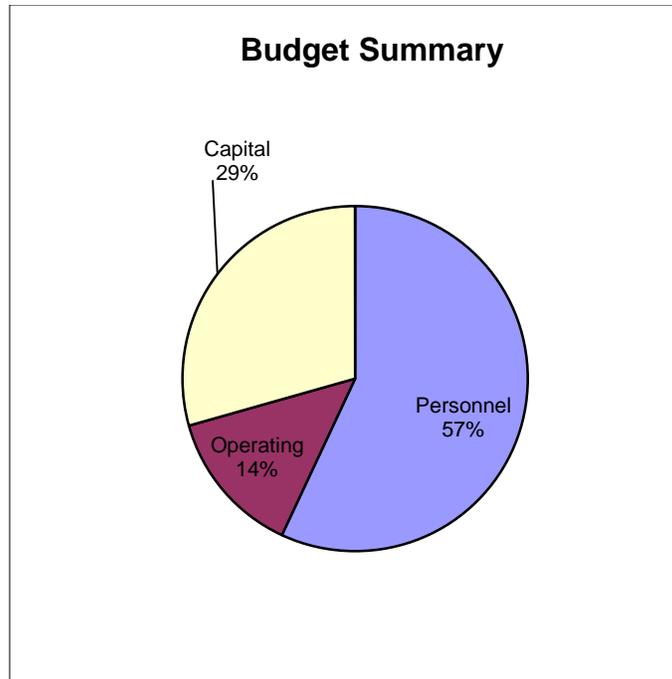


STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Shop Mechanic II	1	1	1	1
Shop Mechanic I	1	1	1	1
Administrative Clerk	1	1	1	1
Total Positions	3	3	3	3

EXPENDITURE SUMMARY

300 – FLEET MAINTENANCE	2019-20 Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	236,711	318,439		
Operations & Maintenance	88,750	76,330		
Capital	129,905	108,972		
Total Expenditures	452,966	\$503,741		



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **300 – Fleet Maintenance Program**

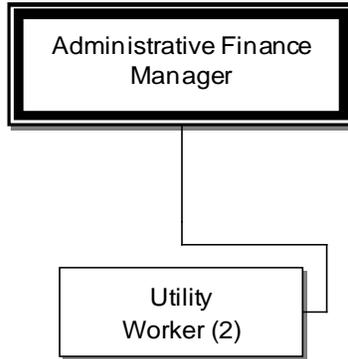
Account	Description	Justification	Budget 2019-20
5101	Payroll – Full Time	Shop Mechanic II (1) Shop Mechanic I (1)	162,099
5105	Overtime	Required work outside normal hours for emergencies	1,500
5150	State Retirement	District Contribution to CalPERS	13,504
5155	Social Security	District Contribution is 6.2% of salary	9,777
5165	Medicare	District Contribution is 1.45% of salary	2,287
5170	Cafeteria Plan	Based on current election.	46,676
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	868
6070	Office Supplies	Printer toners, paper, misc. batteries, inventory bins and general office supplies	300
6200	Meeting Expense	Staff Meeting	150
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	1,700

7350	Permits	Recurring fees for permits, smog certificates, AQMD Storage Tank Permits, Annual Vapor fees, Emissions fees, etc. SMOG AQMD ANNUAL TESTING AQMD EMISSION FEES AQMD LIQUID FUEL DISP EPA ID REGISTRATION FEE	2,200
7400.00	Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Napa, Tires, Batteries for fleet vehicles & <i>trailers</i>	23,000
7400.02	Specialty Vehicle Parts & Supplies	Repairs and Maintenance Supplies: CarQuest, Argo, Napa, Tires, Batteries for District specialty off-road vehicles	11,000
7400.03	Tire Services	Vehicle Tires	5,600
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	17,000
7450	Equipment and Application Parts & Supplies	Fasteners, electrical supplies, parts for all equipment not considered a registered vehicle, <i>ULV Equipment</i> , welding equipment supplies and repairs, repairs and parts for major equipment (hoists, air compressor, power reels, tire mounting equipment)	4,000
7500	Small Tools Furniture & Equipment (Non-Capital)	Replacement of small tools	1,200
7600.01	State Required CEU	State Required CEU Training \$400 per person Certification exam application fees	1,000
7600.02	Professional Development	Napa, General trainings, ASE certification A1-A8, and related travel expenses (2)	2,100
7675	Maintenance Contracts	Annual support fees for Fleet Maintenance programs: MotoShop, Scan Tool Analyzer(?), Fleetmate(?) Currently expensed from Permits Maintenance Contracts MotoLogic Repair & Diagnostics Genisys EVO 5.0 Handheld Software Updates 52 Fleet Vehicles @ \$24.95 Device Monitoring 52 Fleet Vehicles @ \$24.95 Device Rental *Monthly recurring fee	17,000
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	1,000
8415	Non-Capitalized Equipment	1Metal Fabrication Roller Bender \$500.00 1Metal Fabrication Press Brake \$1,000.00 1Plasma Cutter: Metal & Aluminum Cutter \$1,800.00 1Tool Box \$1,100.00	4,400
8900	Transfer to Vehicle Replacement Fund	Contribution to capital reserves	102,172

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 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.



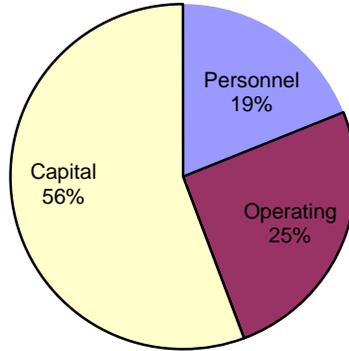
STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Utility Worker	2	2	2	2
Total Positions	2	2	2	2

EXPENDITURE SUMMARY

305 BUILDINGS & GROUNDS MAINTENANCE	2019-20 Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	185,076	173,309		
Operations & Maintenance	231,800	207,132		
Capital	344,650	344,650		
Total Expenditures	757,776	725,091		

Budget Summary



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **305 – Buildings & Grounds Maintenance**

Account	Description	Justification	Budget 2019-20
5101	Payroll - Full Time	Utility Worker I (2)	124,062
5105	Overtime	Required work outside normal hours	1,000
5150.01	State Retirement Expense	District contribution to CalPERS	9,629
5155	Social Security Expense	District contribution is 6.2% of salary	7,661
5165	Medicare Expense	District contribution is 1.45% of salary	1,792
5170	Cafeteria Plan	Based on current election	41,064
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	868
6200	Meeting Expense	Staff Meeting	150
6400	Utilities	Burrtec Waste \$5,000 Gas Co – \$3,800 Direct TV - \$900 IID \$77,000 Indio Water \$9,200 Valley Sanitary \$4,700	105,000
7000	Uniform Expense	Rentals of department uniforms, towels and mats	3,300
7050	Safety Expense	Safety Equipment & Supplies First aid materials, safety clothing, protective footwear, etc.	1,300

7200	Maintenance Supplies	Cleaning supplies, paper towels, toilet paper, floor products, disinfectants, hand soap, latex gloves, trash bags, etc.	3,000
7300.01	Repair & Maintenance	Bio Building, Laboratory and Tank Room Includes replacement lighting for tank room	10,000-
7300.02	Repair & Maintenance	Administration Building	5,000
7300.03	Repair & Maintenance	Operations Building	5,000
7300.04	Repair & Maintenance	Shop and Grounds	16,000
7300.05	Repair & Maintenance	Special Projects:	5,000
7300.06	Solar Panel Maintenance	Solar panel cleaning Maintenance & repairs	1,000
7350	Permits, Licenses & Fees	City of Indio Private Fire Hydrant Place of Assembly Alarm Permit Desert Fire Extinguisher Automatic Fire System Service – Flammable Storage 1 Automatic Fire System Service – Flammable Storage 2 Fire Extinguishers Testing/Certification Fire Suppression Testing/Certification	2,000
7500	Small Tools	Replacement of tools – Landscaping Equipment	500
7600.01	State Required CEU	State Required CEU Training \$400/Employee Certification exam application fees	0
7600.02	Professional Development	Electrical Troubleshooting & Preventative Maintenance Workshop Part II Lodging and travel expenses	3,000
7650	Equipment Rentals	Rental of power tools, heavy equipment and vehicles	1,000
7675	Contract Services	Janitorial Services 41,952 Security Alarm Services 2,400 Security Services \$10,500	65,000
7700	Motor Fuel & Oils	Fuel & Oils for department vehicle(s)	800
8415	Capital	19 foot electric power scissor lift	25,000
8900	Transfer to Thermal Remediation Fund	Contribution to capital reserves	44,750
8900	Transfer to Facility Capital Reserves	Annual Reserve Contribution	440,400

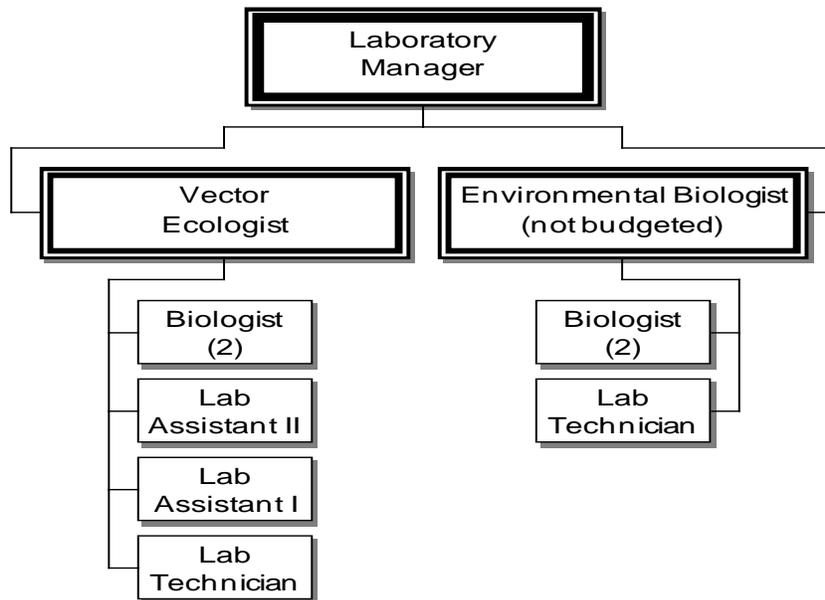
FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
PROGRAM 400 – SURVEILLANCE AND QUALITY CONTROL PROGRAM

PROGRAM DESCRIPTION

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

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

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

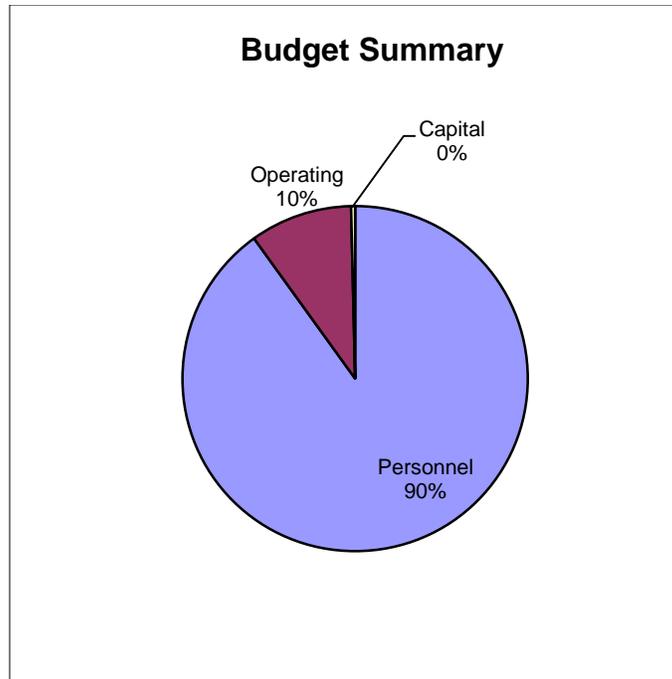


STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Scientific Operations Manager	0	0		
Laboratory Manager	1	1		
Vector Ecologist	1	1		
Environmental Biologist	0	0		
Biologist	4	4		
Laboratory Assistant II	1	1		
Laboratory Assistant I	1	1		
Laboratory Technician	2	2		
Seasonal Employees (FTE)	0.5	0.5		
Total Positions	10.5	10.5		

EXPENDITURE SUMMARY

400 – SURVEILLANCE AND QUALITY CONTROL	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	1,238,645	1,197,736		
Operations & Maintenance	143,890	127,210		
Capital	5,000	0		
Total Expenditures	\$1,382,535	\$1,324,946		



This year the Laboratory Department's goals are to:

- Expand *Aedes* surveillance: The District detected *Aedes aegypti* within its service area in 2016. As the detections of new locations have primarily involved service requests from residents, it is possible that there are more areas and neighborhoods where this mosquito is but has yet to be detected. The Laboratory Department increased the number of traps in the previous fiscal year and is using those traps to conduct a comprehensive surveillance of the District's cities to examine whether there are additional populations in the valley.
- Set-up internal testing for arbovirus samples for chikungunya, dengue, and Zika. The Davis Arbovirus Research and Testing facility currently provides this testing using funds from the Centers for Disease Control for no cost. As these funds are likely to run out, districts can expect to need to pay for these tests in the near future. Further, the samples must be mailed in to Davis, and results are not available until 3-5 days after they are received. This delay in the testing is one reason that the District moved to on-site testing for West Nile virus, and the need for on-site testing for viruses which are transmitted by *Aedes* mosquitoes is of paramount importance. The Laboratory Department will be moving towards on-site testing for these viruses in 2019.
- Rapid detection of arbovirus samples: The Laboratory Department currently conducts virus testing for the *Culex* mosquitoes that it collects, testing for West Nile virus, St. Louis encephalitis virus, and western equine encephalomyelitis virus. Testing these mosquitoes at the District has benefited the District's Control Operations Department and the residents by allowing for a rapid response to positive samples. The Laboratory Department has expanded the number of samples budgeted to be tested to account for the increased collection and the re-emergence of St. Louis encephalitis virus.

- Examine product efficacy: The Laboratory Department will examine several new and existing mosquito control products to define the efficacy and residual activity for mosquitoes in the Coachella Valley. Assays planned include using adulticides in storm water structures, coverage of area-wide applications using truck-mounted equipment to mosquito sources in urban portions of the valley, examination of adulticide applications in response to virus-positive mosquito samples, and efficacy of products approved for homeowner use.
- Ensure regulatory compliance: The Laboratory Department will continue to ensure that the District is compliant with relevant environmental laws and regulations. In this fiscal year, the Laboratory Department will review and revise its Environmental Protection Agency’s Pesticide Environmental Stewardship Program strategy document. The Laboratory Manager will attend the California Stormwater Quality Association Conference in Riverside to continue to forge relationships with others involved in stormwater and the devices that collect water which technicians treat for mosquitoes.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

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

Account	Description	Justification	Budget 2019-20
5101	Payroll – Full Time	Laboratory Manager (1) Vector Ecologist (1) Biologist (4) Laboratory Assistant II (1) Laboratory Assistant I (1) Laboratory Technician (2)	863,291
5102	Payroll – Seasonal	3 Seasonals (890 max hours) per seasonal (0.5FTE)	23,140
5103	Intern	Health Careers Connection Intern \$6,900	6,900
5105	Overtime	Holiday Tank and Colony Care – 36 hours ULV Calibration - 8 hours ULV Evaluations – 5 Evaluations -160 hours <ul style="list-style-type: none"> • CSEA -24 Hours/Evaluation • Teamster – 8 Hours/Evaluation Emergency/Epidemic/ Response and Special Projects <ul style="list-style-type: none"> • CSEA – 20 hours • Teamster – 20 hours Total Hours – 244 hours	12,000
5150	State Retirement	District contribution to CalPERS	79,357
5155	Social Security	District contribution is 6.2% of salary	54,112
5165	Medicare	District contribution is 1.45%	12,655
5170	Cafeteria Plan	Based on current elections	158,987

5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	22,994
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee's salary	5,208
6050	Dues & Memberships	ESA \$150 (x2) SOVE \$70 (x2)	440
6070	Office Supplies	Printing and general office supplies Printer contract – 3,500 Office supplies – 2,00 Posters – 1,200	6,700
6075	Postage	PCR Confirmation Shipping 5 times / season \$100/shipment = \$500 Misc. Shipping \$1500 UPS – includes Aedes samples for CDZ testing	2,000
6110.01	MVCAC Committee Assignment Travel	MVCAC Committee Travel Fall Meeting \$100/Employee (2) Palm Springs Planning Meeting - \$800/Employee (1) Spring Meeting \$800/Employee (2) - North	4,000
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee (4)	4,800
6200	Meeting Expense	Staff Meeting	500
7000	Uniform Expense	District Apparel Professional Shirts \$120/Employee (7 = \$840) Cintas Rental Uniforms – 11 staff @ \$75.00/wk – Year = \$4000.00 Towel Purchase Cleaning Service \$240/year	5,000
7050	Safety Expense	Personal protection equipment Laboratory & Field safety equipment	5,000
7310	Maintenance & Calibration	PCR Maintenance Contract 2500 RIFA Lab Humidifiers (3x 500) BSL Cert & Hood Certification 1000 Pipette Calibration 2800	7,800
7350	Permits	Department and equipment permits RivCo DEH Small Quantity Medical Waste Generator RivCo DEH Level II Waste Permit AQMD Annual Emergency Electric Generator Permit Fee AQMD Generator Emissions Flat Fee	2,150
7450	Equipment Parts & Supplies	Small equipment for laboratory, routine replacement, wear and tear	4,000
7550	Operating Supplies – Field	Routine supplies and maintenance, mosquito rearing supplies, dry ice	22,000
7575.04	Surveillance	Internal Mosquito PCR @ \$4.50/Sample Testing 5000 pools <ul style="list-style-type: none"> Supplies for Aedes testing - \$2,000 for 150 samples 	36,000
		External Mosquito PCR <ul style="list-style-type: none"> Confirmation testing at DART 	6,000
7575.07		Traps & Parts	10,000
7600.01	State Required CEU	Certification exam application fees \$150	0
7600.02	Professional	AMCA \$1,500/Employee (3)	12,500

	Development	ESA \$2,000/Employee (2) IFA \$1,500/Employee (2) CASQA \$700/Employee (1) PBESA \$1000/Employee (1)	
7700	Motor Fuel & Oils	Fuel & oils for department vehicle(s)	15,000
8415	Equipment	Microscope	5,000

2019-20 SEASONAL HIRING SCHEDULE

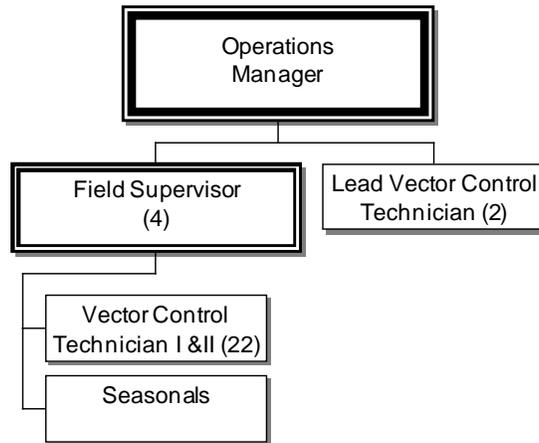
PROGRAM	PERIOD	NUMBER
Mosquito Traps	3/1 – 6/30/20	1
Mosquito Traps	7/1 – 11/30/19	2

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
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.

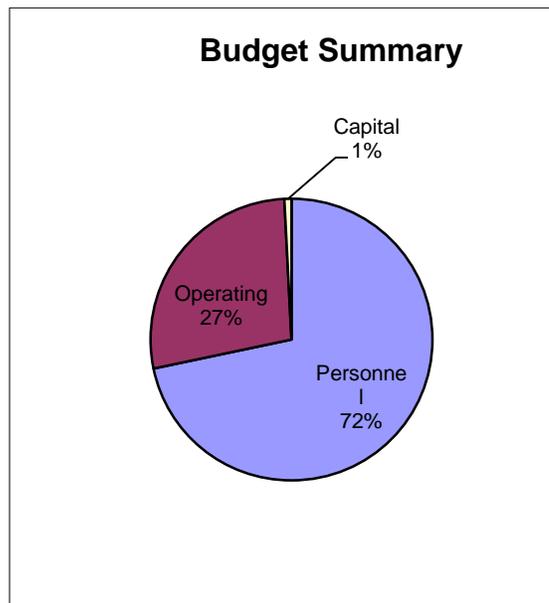


STAFFING SUMMARY

Title	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Operations Manager	1	1	1	1
Lead Field Supervisor	0	0	1	0
Field Supervisor	4	4	4	3
Lead Vector Control Technician	2	2	2	2
VCT II	7	7	7	7
VCT I	15	15	15	15
Seasonal Employees (FTE)	6.9	6.9	4.7	5.5
Total Positions	35.9	35.9	33.7	33.5

EXPENDITURE SUMMARY

500 – CONTROL OPERATIONS	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	3,165,205	3,099,268		
Operations & Maintenance	1,213,640	1,174,950		
Capital	35,800	10,000		
Total Expenditures	4,414,645	\$4,286,618		



ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 01 – General Fund

Program **500 – Control Operations Program**

Account	Description	Justification	Budget 2019-20
5101	Payroll – Full Time	Operations Manager (1) Field Supervisor (4) Lead Vector Control Technician (2) Vector Control Technician II (7) Vector Control Technician I (15)	2,068,940
5102	Payroll – Seasonal	20 Seasonal 700 hours (890 max) per seasonal FTE 6.9	182,000
5105	Overtime	Budgeted in contingency reserve	
5150.01	State Retirement	District Contribution to CalPERS – Classic Members	174,521
5155	Social Security	District Contribution is 6.2% of salary	136,257
5165	Medicare	District Contribution is 1.45% of salary	31,867
5170	Cafeteria Plan	Based on current election	531,260
5180	Deferred Compensation	District contribution of 3.825% of salary for Non CSEA represented employees	23,001
5195	Unemployment Insurance	6.2% of the first \$7,000 of each employee’s salary	17,360
6050	Dues & Membership	Sove	370
6070	Office Supplies	General office supplies Printing supplies	5,000
6075	Postage	UPS/USPS mailing costs – anticipate abatement mailings	1,500
6110.01	MVCAC Committee Assignment Travel	MVCAC Committee Travel Planning Meeting - \$800/Employee (1) Spring Meeting \$800/Employee (2) - North	2,400
6110.02	MVCAC Annual Conference Expense	MVCAC Annual Conference \$1,200/Employee, Ops Manager, Field Supervisor x2 Lead Technician x1, VCT with talk/poster	11,000
6200	Meetings Expense		1,120
7000	Uniform Expense	Rental of department uniforms, towels, mats and lockers Uniforms for 34 staff @ 128.56/week = \$6,685.12 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 (5) = \$600/yr	18,100
7050	Safety Expense	Personal Protection Equipment: Gloves, boots, safety glasses, Deet, Dog Shield etc.	15,000
7450	Equipment Parts & Supplies	Technician Sprayers (Murayama, B&G, Solo), Herd spreaders, parts and supplies	7,500
7600.01	State Required CEU	Certification exam application fees Make-up training expenses	1,500

7600.02	Professional Development	In House Training CDs/DVDs, Equipment Certification Training IFA – Field Supervisor, Ops Manager or disgnee @ \$1,500 SOVE – Ops Manager, Supervisor (David- estimates not included) OSHA Training - \$250 for Safety Officer	11,750
7675	Contract Services	DBM Marlin Leasing	5,500
7700	Motor Fuel & Oils	Fuel and oils for department vehicles/equipment	55,000
7750	Operating Supplies	Routine operating and maintenance supplies to aide control efforts	9,400
7800	Control	Total control budget	915,000
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 (\$1,500/hr)	92,500
7850	Aerial Applications Urban	Aerial services for larviciding for <i>Aedes egypti</i> in urban areas	32,000
8415	Operations Equipment	Micronair AU 6539 Atomisers for Aerial Adulticide - Maruyama – 7 – \$6400, Solos – 10 x 100 = 1000 Birchmeier – 2 - \$800, Herds Spreader 3x400 = 1200	35,800
9000	Contingency Expense	Based on risk assessment	150,000

2019-20 SEASONAL HIRING SCHEDULE

PROGRAM	PERIOD	NUMBER
Invasive Aedes/RIFA/Eye Gnat/Agric Fly Traps	7/1 – 11/18/2019	
Invasive Aedes/RIFA/Eye Gnat/Agric Fly Traps	3/1 – 6/30/2020	

FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
PROGRAM 580 – ABATEMENT/SOURCE REDUCTION

PROGRAM DESCRIPTION

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

EXPENDITURE SUMMARY

580 – ABATEMENT	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Personnel	-	-	-	-
Operations & Maintenance	5,000	5,000	-	-
Capital	-	-	-	-
Total Expenditures	\$5,000	\$5,000	\$-	\$-

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

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

Account	Description	Justification	Budget 2019-20
6105	Legal Services/ Filing Fees	Legal fees/ filing fees concerning abatement	1,000
7675	Contract Services	Expenses of contract services to provide corrective actions to abated property, if needed.	2,000
7800	Physical Control	Source reduction – Artesian Well Rebate; Xeripave; Vegetation Management (suburban /rural) , Fly Control	2,000

**FUND 01 – GENERAL OPERATING FUND
OPERATING BUDGET 2019-20
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 2019-20:

CVMVCD Research Interests

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

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

Specific Interests:

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

1. Implementation of novel mosquito or arbovirus surveillance methods or enhancement of current surveillance methods in the Coachella Valley.
 - a. *Aedes* mosquitoes and their associated arboviruses
 - b. *Culex quinquefasciatus* and *Cx. tarsalis*
 - c. West Nile Virus, St. Louis Encephalitis virus, Western Equine Encephalomyelitis virus

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

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

RFP will be issued in the summer of 2019

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

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

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

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

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

Account	Description	Justification	Budget 2019-20
8510.00	Research Projects	Funds available for research	150,000

**FUND 01 – GENERAL OPERATING FUND
 OPERATING BUDGET 2019-20
 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 2019-20
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 2019-20
5101	Salaries & Wages	Principal Investigator(s) Professional Staff Support Staff	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 2019-20
 PROGRAM 602 – LABORATORY TESTING**

PROGRAM DESCRIPTION

BACKGROUND:

The District began testing mosquito samples for the three most common arboviruses of public health concern in California, St Louis Encephalitis virus (SLE), Western Equine Encephalitis virus (WEE) and West Nile virus (WNV) at the District’s expanded laboratory in late 2014. The District tested about 5,000 mosquito samples in 2017. 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 3rd 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 2019-20
4530	Reimbursement	Reimbursements for testing	14,000

Account	Description	Justification	Budget 2019-20
5101	Salaries & Wages	1000 samples tested – \$7.50/Sample	7,500
7550	Materials & Supplies	Materials and supplies \$6.50/Sample	6,500

FUND 12 – THERMAL FACILITY REMEDIATION FUND RESERVES
BUDGET 2019-20
PROGRAM 900 –THERMAL FACILITY REMEDIATION FUND RESERVES

PROGRAM DESCRIPTION

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

BUDGET SUMMARY

900 –THERMAL FACILITY REMEDATION FUND RESERVES	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Beginning Fund Balance	518,052	463,724	485,924	448,087
Revenue & Transfer from General Fund	64,869	64,869	67,869	67,283
Expenditure	524,000	450,000	35,741	42,013
Ending Fund Balance	58,921	78,593	518,052	485,924

Element Objective and Strategy: The objective of the Thermal Facility Remediation Fund Reserves 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 Facility Remediation Fund Reserves

Program **900 – THERMAL FACILITY REMEDIATION FUND RESERVES**

Revenue

Account	Description	Justification	Budget 2019-20
4900	Transfer from Gen Fund	Transfer from General Operating Fund	44,750
4520	Interest	Interest from investments	3,000
4530	Miscellaneous Receipts	Lease agreement with Coachella Unified School District	17,119

Expenditure

Account	Description	Justification	Budget 2019-20
6095	Professional Fees	Project Manager	30,000
8415	Paving	Remediation project	494,000

Funding Schedule (Inflation 3%)

Year	Estimated Expense	Revenue	Fund Transfer	Fund Balance	% Funded
0	450,000				
1	463,500	16,000	44,750	60,750	13%
2	477,405	16,000	44,750	121,500	25%
3	491,727	16,000	44,750	182,250	37%
4	506,479	16,000	44,750	243,000	48%
5	521,673	16,000	44,750	303,750	58%
6	537,324	16,000	44,750	364,500	68%
7	553,443	16,000	44,750	425,250	77%
8	570,047	16,000	44,750	486,000	85%
9	587,148	16,000	44,750	546,750	93%
10	604,762	16,000	44,750	607,500	100%

FUND 13 – CAPITAL REPLACEMENT FUND BUDGET 2019-20
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	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Beginning Fund Balance	1,220,711	622,367	605,259	1,235,432
Revenue	42,000	25,000	63,565	67,958
Transfers from General Fund	0	1,000,125	1,000,125	0
Transfers from Operating Budget	158,897	137,964	137,964	147,784
Capital Expenditure	(467,055)	(590,750)	(586,202)	(559,748)
Ending Fund Balance	954,553	1,194,706	1,220,711	605,259

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Revenue

Description	Justification	Budget Amount 2019/2020
Bank Interest	Interest from Equipment Replacement Fund	24,000
Sale of Assets	Vehicles	18,000
Transfer from Operating Budget	Vehicle Replacement – Annual Depreciation	123,105
Transfer from Operating Budget	Computer Replacement – Annual Depreciation	35,792

Transfer from General Fund	Fund transfer	0
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ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 210 – INFORMATION SYSTEMS

Account	Description	Justification	Budget 2019-20
8415	Capital Outlay		181,525
	Mobile OPS Application		
	30 iPad/Samsung Tablets	\$ 629.00	\$ 18,870.00
	30 Tablet Protector	\$ 30.00	\$ 900.00
	30 Tablet SD Cards	\$ 120.00	\$ 3,600.00
	Building Technolgy		
	Finance		
	3 Fujitsu ScanSnap iX500 Color Duplex Desk Scanner	\$ 500.00	\$ 1,500.00
	District Laptops		
	1 Administration	\$ 1,199.00	\$ 1,199.00
	2 Operations	\$ 1,199.00	\$ 2,398.00
	1 Laboratory	\$ 1,199.00	\$ 1,199.00
	District Projectors		
	4 BenQ MH760 5000-Lumen Projector	\$ 1,200.00	\$ 4,800.00
	WiFi OPS		
	3 Sophos Scure Wi-Fi AP1010 (OPS & Laboratory Building Only)	\$ 500.00	\$ 1,500.00
	3 Sophos Wireless Standard Subscription	\$ 150.00	\$ 450.00
	Kiosk Clock		
	1 TimeClockPlus MobileClock Kiosk License (Per Device)	\$ 499.00	\$ 499.00
	Clerk of the Board		
	1 Surface Book 2 Core i7 dGPU/ 16GB/ 512GB 13.5	\$ 2,500.00	\$ 2,500.00
	1 mDP-to-HDMI Adapter for Surface Book	\$ 35.00	\$ 35.00
	1 mDP-to-VGA Adapter for Surface Book	\$ 35.00	\$ 35.00
	1 Dock for Surface Book	\$ 160.00	\$ 160.00
	1 Microsoft Scult Ergonomic Keyboard with Mouse	\$ 125.00	\$ 125.00
	1 HEX Surface Book Sleeve	\$ 60.00	\$ 60.00
	1 Microsoft Surface Pen	\$ 129.99	\$ 129.99

Drone Equipment			
1	Honda EU2200i Portable Inverter Generator	\$ 1,100.00	\$ 1,100.00
3	Phantom 4 Series 100W AC Power Adapter Cable	\$ 6.00	\$ 18.00
3	Phantom 4 Series 100W Battery Charger	\$ 69.00	\$ 207.00
3	Phantom 4 Series Intelligent Flight Battery	\$ 169.00	\$ 507.00
2	Phantom 4 Series Quick Release Propellers	\$ 11.00	\$ 22.00
2	Phantom 4 Series Propeller Mounting Plate	\$ 11.00	\$ 22.00
1	DJI Care Refresh - Phantom 4 Pro Series)	\$ 149.00	\$ 149.00
1	Pelican Phantom 4 Series Protector Case	\$ 369.00	\$ 369.00
1	Matrice 600 Series TB47S Intelligent Flight Battery (6PCS)	\$ 1,089.00	\$ 1,089.00
1	Matrice 600 Series 2170R Folding Propeller Kit (CW/CCW)	\$ 60.00	\$ 60.00
1	DJI Matrice 600 Pro Case	\$ 989.00	\$ 989.00
	Drone Hopper		

Fuel Management Software			
	FluidSecure Hardware (One-Time)		\$ 2,289.00
	FluidSecure HUB (One-Time)		\$ 19,229.00
60	Y Connectors (Trucks Only)	\$ 25.00	\$ 1,500.00
	Annual Support FluidSecure Cloud Hosting/Support		\$ 1,324.00
	Annual Fluid HUB Cloud Hosting/Support		\$ 200.00

Desktop Computers			
Administration			
1	HP Elite Desk 800G2	\$ 940.00	\$ 940.00
Finance			
2	HP Elite Desk 800G2	\$ 940.00	\$ 1,880.00
Public Outreach			
2	HP Elite Desk 800G2	\$ 940.00	\$ 1,880.00
Operations			
8	HP Elite Desk 800G2	\$ 940.00	\$ 7,520.00
Laboratory			
6	HP Elite Desk 800G2	\$ 940.00	\$ 5,640.00
Shop			
1	HP Elite Desk 800G2	\$ 940.00	\$ 940.00
Boardroom			
1	AVI-SPL Project Microphone & Recorder	\$ 16,000.00	\$ 16,000.00
Software			
4	Veeam Enterprise for Vmware	\$ 1,300.00	\$ 5,200.00
1	VMware vSphere Essentials Plus Kit	\$ 5,600.00	\$ 5,600.00
2	Microsoft Windows Server 2019 - Domain Controllers	\$ 600.00	\$ 1,200.00
78	Microsoft Windows Server 2019 - Device Cal	\$ 40.00	\$ 3,120.00
1	Microsoft Windows SQL Server 2017 (2 Core Pack)	\$ 2,400.00	\$ 2,400.00
5	Microsoft Windows 10	\$ 220.00	\$ 1,100.00
Mobile Device Management			
	Mobile Device Management (MDM) Software Per Mo.	\$ 800.00	\$ 9,600.00

Network Equipment			
NAS Server			
1	INTEL Virtual Appliance Server	\$ 8,500.00	\$ 8,500.00
Switches			
5	Cisco Catalyst 48-Port Switch	\$ 4,500.00	\$ 22,500.00
5	Cisco DNA Enterprise	\$ 380.00	\$ 1,900.00
5	Cisco SmartNet	\$ 640.00	\$ 3,200.00
O365			
32	Enterprise E3 Standard Annual Set - Administration	\$ 23.00	\$ 8,832.00
22	Enterprise E1 Standard Annual Set - Vector Control Technicians	\$ 12.00	\$ 264.00
11	Enterprise E1 Standard Annual Set - Trustees	\$ 12.00	\$ 132.00
12	Enterprise E1 Standard Annual Set - Seasonals	\$ 12.00	\$ 144.00
3D Printer			
1	Open Source 3D	\$ 2,499.00	\$ 2,499.00
1	Accessories	\$ 1,500.00	\$ 1,500.00

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 13 – Capital Replacement Fund

Program 300 – FLEET MAINTENANCE

Account	Description	Justification	Budget 2019-20
8415	Capital Outlay		285,530
44	Rebranding Logo Removal & Install	\$ 115.00	\$ 10,120.00
44	Rebranding Logo Messaging - Public 1928	\$ 190.00	\$ 16,720.00
6	Full-Size 4X4 Double-Cab Light Duty Trucks	\$ 30,000.00	\$180,000.00
Vehicle Outfit			
6	PPM Storage Compartment	\$ 60.00	\$ 360.00
6	Tow Hitch, Ball Mounts, Pins	\$ 25.85	\$ 155.10
6	First Aid Kits		\$ -
6	Fire Extinguishers	\$ 48.95	\$ 293.70
6	Emergency Flashers	\$ 140.00	\$ 840.00
6	Toggle Swithes	\$ 6.00	\$ 36.00
6	Wire Loom	\$ 14.75	\$ 88.50
6	Shrink Tubing	\$ 22.50	\$ 135.00
6	Wire CL-5D	\$ 4.28	\$ 25.68
6	9-Gallon Water Tanks	\$ 74.00	\$ 444.00
6	Water Pumps	\$ 66.65	\$ 399.90
6	Fuse Holders	\$ 4.00	\$ 24.00
6	Flat Bar	\$ 17.00	\$ 102.00
6	Bed Mats	\$ 119.50	\$ 717.00
6	Hawk Design	\$ 355.00	\$ 2,130.00

26	Truck floormats weather tech	\$ 110.00	\$ 2,860.00
	Parking Safety Items		
52	6' Recycled Rubber Parking Blocks	\$ 42.95	\$ 2,233.40
88	Orange 28" 7.0lb Traffic Cone with Black Base	\$ 11.20	\$ 985.60
	Utility Carts		
2	Yamaha UMAX Carts	\$ 9,400.00	\$ 18,800.00
1	Polaris RangerEV With Aftermarket Track System	\$ 35,000.00	\$ 35,000.00
	Trailers		
1	BigTex Trailer	\$ 1,900.00	\$ 1,900.00
	Forklift Maintenance		
	TMX20 Batteries - Electric Forklift Battery Replacement		\$ 6,000.00
	UTV Vehicle		
	Argo Conquest		\$ 32,000.00

Vehicle Funding Schedule

		Funding Level			Rating				
					0-30%				
					31-70				
					71-100				
	Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Rating	Annual Reserve Contribution	Projected Revenue	Projected Reserve Expenses	
1	2020	560,879	912,412	61.47	Fair	123,105	42,000	285,530	
2	2021	440,454	715,942	61.52	Fair	171,090	18,000	60,000	
3	2022	569,544	704,697	80.82	Strong	195,280	6,000	30,000	
4	2023	740,824	866,454	85.50	Strong	196,170	0	0	
5	2024	936,994	994,782	94.19	Strong	192,728	0	0	

Goal to fund 50% of purchase cost in 5 years							
Category	Purchase Cost	100 % Funded	Beginning	Purchases	Transfer	Ending	% Funded
			Fund Balance			Fund Balance	
			7/1/2017		From GF	6/30/2018	
GIS Toughbooks	150,959	75,480	48,486		5,398.73	53,885	71%
GIS Software	150,639	75,320	48,383		5,387.29	53,770	71%
IT Equipment	151,056	75,528	48,517	26,000.00	31,402.20	93,919	124%
IT Software	156,695	78,348	50,328		5,603.87	55,932	71%
Website	0	0	0	0.00	20,000.00	20,000	0%
Total	609,349	304,675	195,714		67,792.10	277,506	91%
			Beginning			Ending	
			Fund Balance	Purchases	Transfer	Fund Balance	% Funded
	Purchase Cost	100 % Funded	7/1/2018		From GF	6/30/2019	
GIS	150,959	75,480	53,885		5,398.73	59,283	79%
GIS	150,639	75,320	53,770		5,387.29	59,158	79%
IT Equipment	177,056	88,528	93,919	20,750.00	19,402.20	92,571	105%
IT Software	156,695	78,348	55,932		5,603.87	61,536	79%
Website	20,000	10,000	20,000	20,000.00	0.00	0	0%
Total	635,349	317,675	277,506		35,792.10	272,548	86%
			Beginning			Ending	
	Purchase Cost	100 % Funded	Fund Balance	Purchases	Transfer	Fund Balance	% Funded
			7/1/2019		From GF	6/30/2020	
GIS	150,959	75,480	59,283		5,398.73	64,682	86%
GIS	150,639	75,320	59,158		5,387.29	64,545	86%
IT Equipment	197,806	98,903	92,571	30,000.00	32,110.54	94,682	96%
IT Software	156,695	78,348	61,536		5,603.87	67,140	86%
Website	20,000	10,000	0		3,333.33	3,333	33%
Total	656,099	328,050	272,548		51,833.77	291,049	89%
			Beginning			Ending	
	Purchase Cost	100 % Funded	Fund Balance	Purchases	Transfer	Fund Balance	% Funded
			7/1/2020		From GF	6/30/2021	
GIS	150,959	75,480	64,682		5,398.73	70,081	93%
GIS	150,639	75,320	64,545		5,387.29	69,932	93%
IT Equipment	227,806	113,903	94,682	30,000.00	39,610.54	104,292	92%
IT Software	156,695	78,348	67,140		5,603.87	72,744	93%
Website	20,000	10,000	3,333		3,333.33	6,667	67%
Total	686,099	343,050	291,049		59,333.77	317,049	92%
			Beginning			Ending	
	Purchase Cost	100 % Funded	Fund Balance	Purchases	Transfer	Fund Balance	% Funded
			7/1/2021		From GF	6/30/2022	
GIS	150,959	75,480	70,081		5,398.73	75,480	100%
GIS	150,639	75,320	69,932		5,387.29	75,320	100%
IT Equipment	257,806	128,903	104,292	30,000.00	54,610.54	128,903	100%
IT Software	156,695	78,348	72,744		5,603.87	78,348	100%
Website	20,000	10,000	6,667		3,333.33	10,000	100%
Total	716,099	358,050	317,049		74,333.77	358,050	100%

**FUND 14 – DISTRICT FACILITY CAPITAL REPLACEMENT FUND BUDGET
2019-20
PROGRAM 950 – DISTRICT FACILITY CAPITAL REPLACEMENT FUND**

PROGRAM DESCRIPTION

This program details capital expenditures for ongoing improvements at the District’s Indio Facility. In FY2017-18, a reserve study projected 30 year costs for maintenance, repair and replacement of District facilities and equipment.

BUDGET SUMMARY

950 – DISTRICT FACILITY CAPITAL REPLACEMENT FUND	2019-20 Proposed Budget	2018-19 Adopted Budget	2018-19 Estimated Actual	2017-18 Actual
Beginning Fund Balance –	1,630,085	0	0	
Revenue & Transfer from General Fund	318,295	1,808,248	1,818,662	
Expenses	296,500	137,900	186,577	
Ending Fund Balance	1,651,880	1,670,348	1,630,085	

The objective of the **DISTRICT FACILITY CAPITAL REPLACEMENT FUND** is enhancing the quality of life for the community through fiscally responsible funding of the repair and maintenance program. Our strategy is to fund the continual lifetime maintenance obligation over a continual 30 year period.

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 14 – **DISTRICT FACILITY CAPITAL REPLACEMENT FUND**

Program **950 – DISTRICT FACILITY CAPITAL REPLACEMENT FUND**

Revenue

Account	Description	Justification	Budget 2019-20
4900	Transfer from Gen Fund	Annual Reserve Contribution	299,900
4520	Interest	Interest from investments	18,395

ACCOUNT DESCRIPTION AND BUDGET JUSTIFICATION

Fund 14 – **DISTRICT FACILITY CAPITAL REPLACEMENT FUND**

Program **950 – DISTRICT FACILITY CAPITAL REPLACEMENT FUND**

Account	Description	Justification	Budget 2019-20
GENERAL COMMON AREA			
7300	Repair & Maintenance		0
Total Building Exteriors			

Account	Description	Justification	Budget 2019-20
BUILDING INTERIORS			
7300	Repair & Maintenance	Component 601 – Carpet Board Room - replace Component 1110 Interior Surfaces = Repaint Administration	20,000
8415	Capital Improvement	Component 2350 Periodic Remodel Project – Administration / Board Room Component 909 Bathrooms - Administration	155,000
8487	Building Furnishing	Component 902 – Furniture Administrative Furniture / Board Room	25,000
Total Building Interiors			\$200,000

Account	Description	Justification	Budget 2019-20
BUILDING EXTERIORS			
7300	Repair & Maintenance	Component 1115 Stucco – Administration and Operations Buildings	16,000
8415	Capital Improvement	Component 705 Gate Openers Component 710 Card Reader	32,000
Total Building Exteriors			48,000

Account	Description	Justification	Budget 2019-20
MECHANICAL			
7310	Maintenance & Calibration	Component 354 - Lab Equipment Lab equipment calibration	12,500
7675	Repair & Maintenance	Component 303 – HVAC	24,500
8415	Capital Improvement	Component 370 IT Equipment Network Equipment	11,500
Total Mechanical			\$48,500

INCOME/EXPENSE YEARS 0 TO 4

		Income / Expense Years 0 to 4				
Fiscal Year		2018-19	2019-20	2020-21	2021-22	2022-23
	Starting Reserve Balance	-	1,630,085	1,651,880	1,992,133	1,741,432
	One off Reserve Contribution	1,500,000				
	Annual Reserve Contribution	299,900	299,900	467,220	481,237	495,674
	Interest Earnings	16,762	18,395	21,744	22,067	22,761
	Total Income	1,816,662	1,948,380	2,140,844	2,495,437	2,259,867
#	Component					
General Common Areas						
201	Asphalt - Remove & Replace	-	-	-	-	-
202	Asphalt - Seal/Fill	111,000	-	-	-	-
414	Flag Pole - Replace	-	-	-	-	-
415	Wood Pergolas - Replace	-	-	-	-	-
420	Large Canvas Awnings - Replace	-	-	-	-	-
502	Chain Link Fence - Replace	-	-	-	-	-
503	Metal Rail - Replace	-	-	-	-	-
707	Vehicle/Trash Gates - Replace	-	-	-	-	-
802	Pole Lights - Replace	-	-	-	-	-
902	Exterior Furnishings - Replace	-	-	-	-	-
1107	Metal Rail - Repaint	-	-	-	-	-
1107	Perimeter Metal Fence - Repaint	-	-	-	-	-
	Sub Total	111,000	-	-	-	-
Building Interiors						
113	Coated - Floors - Resurface	-	-	-	7,922	-
415	Electric Roll-Up Shade - Replace	-	-	-	-	-
601	Carpet - Replace	-	-	14,269	-	-
606	Vinyl Flooring (A) - Replace	-	10,000	-	-	-
606	Vinyl Flooring (B) - Replace	-	-	-	-	-
610	Tile Floor - Replace	-	-	-	-	-
902	Furniture - Replace	577	25,000	-	160,929	-
904	Kitchen (Admin) - Remodel	-	-	-	-	-
906	Acoustic Ceiling Panels - Replace	-	-	-	-	-
907	Wallcoverings - Replace	-	-	-	8,195	-
909	Restrooms - Refurbish	-	20,000	-	-	-
910	Built-In Cabinetry (A) - Replace	-	-	-	67,749	-
910	Built-In Cabinetry (B) - Replace	-	-	-	-	-
911	Check-In Desk - Remodel	-	-	-	-	-
912	Sinks - Replace	-	-	-	-	-
913	Stainless Steel Counters - Replace	-	-	-	13,659	-
1110	Interior Surfaces - Repaint	-	10,000	23,896	-	-
2350	Periodic Remodel Projects	-	135,000	-	-	-
	Sub Total	577	200,000	38,165	258,454	-

		Income / Expense Years 0 to 4				
Fiscal Year		2018-19	2019-20	2020-21	2021-22	2022-23
Building Exteriors						
701	Roll-Up Doors - Replace	-	-	-	-	-
705	Gate Operators - Replace	-	14,000	-	-	-
710	Car/FOB Reader System - Replace	-	18,000	-	-	-
715	Utility Doors - Replace	-	-	-	-	-
717	Windows & Doors (Glass) - Replace	-	-	-	-	-
1115	Stucco - Repaint	-	16,000	-	-	-
1125	Metal Corrugated Siding - Replace	-	-	-	-	-
1301	Roof (Modified Bitumen) - Replace	-	-	-	164,455	-
1302	Roof (Single Ply) - Replace	-	-	-	-	-
1308	Metal Roofs (Curved) - Replace	-	-	-	-	-
1309	Metal Roofs (Flat) - Replace	-	-	-	-	-
1310	Gutters/Downspouts - Replace	-	-	-	-	-
Sub Total		-	48,000	-	164,455	-
Mechanical						
302	Generator/Transfer Switch - Replace	-	-	-	-	-
303	HVAC/Packaged Systems - Replace	-	24,500	25,992	26,772	27,575
305	Surveillance/Brivo System - Replace	-	-	-	-	-
306	Centrifugal Fans - Replace	-	-	-	-	-
309	Chiller System - Replace	-	-	-	-	-
328	Fire Alarm/Systems - Upgrade	-	-	-	-	-
332	Bolier/Water Heaters - Replace	-	-	-	-	-
334	Water Treatment System - Replace	25,000	-	-	-	-
354	Lab Equipment - Annual Projects	25,000	12,500	10,079	10,381	10,692
355	Lab Equipment - Replace (2008)	-	-	-	-	-
355	Lab Equipment - Replace (2010)	-	-	-	-	15,419
355	Lab Equipment - Replace (2011)	-	-	-	-	-
355	Lab Equipment - Replace (2014)	-	-	-	-	-
355	Lab Equipment - Replace (2017)	-	-	-	-	-
356	Deep Freezer - Replace A	-	-	-	-	-
356	Deep Freezer - Replace B	-	-	-	-	17,445
360	Chambers/Pressurer Sys - Mod/Upgr	25,000	-	43,709	-	-
365	Bio Equipment - Partial Replace	-	-	-	-	10,130
370	IT/Audio Equip - Annual Projects	-	11,500	30,766	31,689	32,640
712	Dispensers / Fountains - Replace	-	-	-	-	-
929	Appliances - Replace	-	-	-	-	-
1001	Backflow Devices - Replace	-	-	-	-	-
1312	Solar Panels (A) - Replace	-	-	-	-	-
1312	Solar Panels (B) - Replace	-	-	-	262,254	-
1313	Solar Panel Invertors - Replace	-	-	-	-	-
1818	Fuel Tank Controls - Replace	-	-	-	-	-
1903	Shop/Utility Equipment - Replace	-	-	-	-	-
Sub Total		75,000	48,500	110,546	331,096	113,901
Total Expenses		186,577	296,500	148,711	754,005	113,901
Ending Reserve Balance		1,630,085	1,651,880	1,992,133	1,741,432	2,145,966

FUNDING STATUS

		Funding Level	Rating		Interest		1.00%	
		0-30%	Weak		Inflation		3.00%	
		31-70	Fair					
		71-100	Strong					
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Rating	Annual Reserve Contribution	Special Funding Needs	Interest Income	Projected Reserve Expenses
2018	\$0	\$2,946,311	0.0%	Weak	\$299,900	\$1,500,000	\$16,762	\$186,577
2019	\$1,630,085	\$3,105,876	52.5%	Fair	\$299,900		\$18,395	\$296,500
2020	\$1,651,880	\$3,431,606	48.1%	Fair	\$467,220		\$21,744	\$148,711
2021	\$1,992,133	\$3,750,808	53.1%	Fair	\$481,237		\$22,067	\$754,005
2022	\$1,741,432	\$3,462,374	50.3%	Fair	\$495,674		\$22,761	\$113,901
2023	\$2,145,966	\$3,851,778	55.7%	Fair	\$510,544		\$19,369	\$1,613,014
2024	\$1,062,865	\$2,720,864	39.1%	Fair	\$525,861		\$16,290	\$75,225
2025	\$1,529,791	\$3,152,393	48.5%	Fair	\$541,636		\$20,897	\$107,614
2026	\$1,984,710	\$3,576,330	55.5%	Fair	\$557,886		\$23,970	\$421,898
2027	\$2,144,668	\$3,702,478	57.9%	Fair	\$574,622		\$27,367	\$82,201
2028	\$2,664,456	\$4,195,901	63.5%	Fair	\$591,861		\$29,819	\$650,993
2029	\$2,635,143	\$4,132,281	63.8%	Fair	\$609,617		\$30,562	\$462,126
2030	\$2,813,196	\$4,275,716	65.8%	Fair	\$627,905		\$33,876	\$176,652
2031	\$3,298,325	\$4,732,357	69.7%	Strong	\$646,742		\$33,860	\$1,169,100
2032	\$2,809,827	\$4,195,785	67.0%	Strong	\$666,145		\$34,043	\$175,007
2033	\$3,335,008	\$4,682,800	71.2%	Strong	\$686,129		\$37,900	\$477,517
2034	\$3,581,520	\$4,889,083	73.3%	Strong	\$706,713		\$40,358	\$501,631
2035	\$3,826,960	\$5,093,445	75.1%	Strong	\$727,914		\$44,467	\$195,862
2036	\$4,403,479	\$5,636,111	78.1%	Strong	\$749,752		\$47,478	\$771,202
2037	\$4,429,507	\$5,620,206	78.8%	Strong	\$772,244		\$49,330	\$476,954
2038	\$4,774,127	\$5,925,180	80.6%	Strong	\$795,411		\$42,429	\$2,563,414
2039	\$3,048,553	\$4,109,078	74.2%	Strong	\$819,274		\$35,476	\$520,324
2040	\$3,382,979	\$4,362,268	77.6%	Strong	\$843,852		\$40,312	\$251,010
2041	\$4,016,133	\$4,920,424	81.6%	Strong	\$869,167		\$39,139	\$1,776,129
2042	\$3,148,310	\$3,945,027	79.8%	Strong	\$895,243		\$36,379	\$615,937
2043	\$3,463,995	\$4,156,558	83.3%	Strong	\$922,100		\$41,324	\$289,779
2044	\$4,137,640	\$4,732,205	87.4%	Strong	\$949,763		\$46,487	\$636,734
2045	\$4,497,156	\$4,990,241	90.1%	Strong	\$978,256		\$52,738	\$139,941
2046	\$5,388,209	\$5,790,871	93.0%	Strong	\$1,007,603		\$61,376	\$231,538
2047	\$6,225,650	\$6,545,028	95.1%	Strong	\$1,037,831		\$69,215	\$376,108

RESERVE CONTRIBUTIONS

#	Component	Useful Life UL	Remaining Useful life RUL	Current Cost Estimate	Fully Funded Balance	Current Fund Balance	Monthly Reserve Contributions	Annual Reserve Contributions
General Common Areas								
201	Asphalt - Remove & Replace	25	10	330,000	198,000	-	949	11,391
202	Asphalt - Seal/Fill	5	0	23,000	23,000	-	331	3,971
414	Flag Pole - Replace	30	13	2,000	1,133	-	5	57
415	Wood Pergolas - Replace	20	0	19,500	19,500	-	70	842
420	Large Canvas Awnings - Replace	30	24	240,000	48,000	-	575	6,905
502	Chain Link Fence - Replace	30	13	34,050	19,295	-	82	981
503	Metal Rail - Replace	25	8	2,900	1,972	-	8	98
503	Perimeter Metal Fence - Replace	30	15	40,100	20,050	-	96	1,152
707	Vehicle/Trash Gates - Replace	25	8	39,000	26,520	-	112	1,348
802	Pole Lights - Replace	25	8	23,000	15,640	-	66	793
902	Exterior Furnishings - Replace	10	1	4,800	4,321	-	35	417
1107	Metal Rail - Repaint	5	0	1,400	1,400	-	20	245
1107	Perimeter Metal Fence - Repaint	5	0	10,000	10,000	-	144	1,724
	Sub Total			769,750	388,831	-	2,494	29,925
Building Interiors								
113	Coated - Floors - Resurface	20	3	7,250	6,163	-	26	311
415	Electric Roll-Up Shade - Replace	15	10	6,000	2,000	-	29	343
601	Carpet - Replace	10	2	13,450	10,760	-	97	1,160
606	Vinyl Flooring (A) - Replace	15	0	55,500	55,500	-	266	3,195
606	Vinyl Flooring (B) - Replace	15	11	21,050	5,613	-	101	1,209
610	Tile Floor - Replace	30	13	37,800	21,420	-	91	1,087
902	Furniture - Replace	20	3	161,000	136,850	-	579	6,946
904	Kitchen (Admin) - Remodel	15	10	20,000	6,667	-	96	1,152
906	Acoustic Ceiling Panels - Replace	40	23	53,000	22,525	-	95	1,144
907	Wallcoverings - Replace	20	3	7,500	6,375	-	27	327
909	Restrooms - Refurbish	15	0	90,000	90,000	-	432	5,181
910	Built-In Cabinetry (A) - Replace	20	3	62,000	52,700	-	223	2,672
910	Built-In Cabinetry (B) - Replace	20	16	120,000	24,000	-	432	5,181
911	Check-In Desk - Remodel	20	15	8,000	2,000	-	29	343
912	Sinks - Replace	15	11	25,000	6,667	-	120	1,438
913	Stainless Steel Counters - Replace	20	3	12,500	10,625	-	45	539
1110	Interior Surfaces - Repaint	10	2	31,950	25,560	-	229	2,754
2350	Periodic Remodel Projects	20	19	200,000	10,000	-	719	8,629
	Sub Total			932,000	495,424	-	3,634	43,612

Building Exteriors

701	Roll-Up Doors - Replace	25	8	20,000	13,600	-	57	686
710	Car/FOB Reader System - Replace	10	1	17,500	15,750	-	126	1,512
715	Utility Doors - Replace	25	8	27,000	18,360	-	78	932
717	Windows & Doors (Glass) - Replace	35	18	150,000	72,857	-	308	3,702
1115	Stucco - Repaint	10	0	16,000	16,000	-	115	1,381
1125	Metal Corrugated Siding - Replace	30	13	76,250	43,208	-	183	2,190
1301	Roof (Modified Bitumen) - Replace	20	3	150,500	127,925	-	541	6,496
1302	Roof (Single Ply) - Replace	20	16	47,450	9,490	-	171	2,051
1308	Metal Roofs (Curved) - Replace	40	23	326,500	138,763	-	587	7,044
1309	Metal Roofs (Flat) - Replace	30	13	482,500	273,417	-	1,157	13,884
1310	Gutters/Downspouts - Replace	25	8	33,500	22,780	-	97	1,160
Sub Total				1,347,200	752,150	-	3,420	41,038

#	Component	Useful Life	Remaining Useful life	Current Cost Estimate	Fully Funded Balance	Current Fund Balance	Monthly Reserve Contributions	Annual Reserve Contributions
#	Component	UL	RUL					

Mechanical

302	Generator/Transfer Switch - Replace	25	21	114,500	18,320	-	330	3,955
303	HVAC/Packaged Systems - Replace	1	0	24,500	24,500	-	1,762	21,140
305	Surveillance/Brivo System - Replace	20	16	41,750	8,350	-	150	1,798
306	Centrifugal Fans - Replace	15	10	6,000	2,000	-	29	343
309	Chiller System - Replace	25	22	13,600	1,632	-	39	466
328	Fire Alarm/Systems - Upgrade	30	13	55,900	31,677	-	134	1,610
332	Bolier/Water Heaters - Replace	25	21	34,000	5,440	-	98	1,177
334	Water Treatment System - Replace	12	8	20,800	6,933	-	125	1,495
354	Lab Equipment - Annual Projects	1	0	9,500	9,500	-	683	8,196
355	Lab Equipment - Replace (2008)	15	5	8,900	5,933	-	43	515
355	Lab Equipment - Replace (2010)	12	4	13,700	9,133	-	82	989
355	Lab Equipment - Replace (2011)	12	5	14,300	8,342	-	86	1,030
355	Lab Equipment - Replace (2014)	15	11	145,000	38,667	-	695	8,343
355	Lab Equipment - Replace (2017)	15	14	11,500	767	-	55	662
356	Deep Freezer - Replace A	8	7	15,500	1,938	-	140	1,675
356	Deep Freezer - Replace B	8	4	15,500	7,750	-	140	1,675
360	Chambers/Pressurer Sys - Mod/Upgr	3	2	41,200	13,733	-	987	11,849
365	Bio Equipment - Partial Replace	3	1	9,000	6,000	-	216	2,590
370	IT/Audio Equip - Annual Projects	1	0	29,000	29,000	-	2,086	25,030
705	Gate Operators - Replace	15	1	13,200	12,320	-	63	756
712	Dispensers / Fountains - Replace	15	1	4,500	4,200	-	21	257
929	Appliances - Replace	10	1	16,300	14,670	-	117	1,406
1001	Backflow Devices - Replace	30	13	6,000	3,400	-	14	168
1312	Solar Panels (A) - Replace	15	5	1,200,000	800,000	-	5,754	69,042
1312	Solar Panels (B) - Replace	15	3	240,000	192,000	-	1,151	13,810
1313	Solar Panel Invertors - Replace	8	5	29,600	11,100	-	266	3,191
1818	Fuel Tank Controls - Replace	25	8	31,900	21,692	-	92	1,099
1903	Shop/Utility Equipment - Replace	25	8	30,750	20,910	-	88	1,058
Sub Total				2,196,400	1,309,907	-	15,444	185,325
70	Total Funded Components				2,946,311		24,992	299,900