

**San Gabriel Valley Mosquito & Vector Control District  
1145 N. Azusa Canyon Road, West Covina, California 91790**

**Board of Trustees Meeting  
June 14, 2019 at 7:00 AM**

**Agenda**

- 1. Call to Order**  
(Board President Corey Calaycay)
- 2. Pledge of Allegiance and Silent Roll Call**
- 3. Opportunity for Public Comment on Non-Agenda Items**  
*(Individual Public Comments may be limited to a 3-minute or less time limit)  
During Public Comments, the public may address the Board on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. There will be no dialog between the Board and the Commenter. Any clarifying questions from the Board must go through the Board President.*
- 4. Consent Calendar**  
*All matters listed under the Consent Calendar are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.*
  - A. List of Claims for the month of May\***
  - B. Budget Status Report for May \***
  - C. Minutes of Board of Trustees Meeting May \***
  - D. Operations Report\***
  - E. Surveillance Report\***
  - F. Communications Report\***
  - G. April 2019 Monthly Treasurer Report / District Working Balance for June 2019\***
- 5. Consider Amendments to Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jared Dever \***  
(Board President Corey Calaycay) (Action Required) (Approve/Disapprove)
- 6. Consider Candidate(s) for Professional Accounting Services to Conduct the District's Annual Audit as Recommended by the Finance Committee \***  
(Jared Dever District Manager) (Report by Vice President Becky Shevlin)  
(Action Required) (Approve/Disapprove)

7. **Distribution of Annual Engineers Report (Receive and File) \***  
(Jared Dever District Manager) (Melanie Guillory-Lee, Consultant, SCI)
8. **Consider Approval of Resolution 2019-01 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2019/20 Budget \***  
(Board President Corey Calaycay) (Action Required) (Approve/Disapprove)
  - A. **President Reads the Item**
  - B. **President Declares the Public Hearing is open**
  - C. **President Requests Staff to Report any Communication(s)**
  - D. **Receive Staff Reports (District Manager)**
  - E. **President Calls for Public Testimony**
  - F. **President Closes the Public Hearing**
  - G. **Board Discussion**
  - H. **Board Motion and Vote**
9. **Consider Approving Job Descriptions for Positions Proposed in Resolution 2019-01, FY 2019/20 Annual Budget\***  
(District Manager Jared Dever) (Action Required) (Approve/Disapprove)
10. **District's Administration**  
(District Manager Jared Dever)
  - A. **AMCA Washington D.C. Conference, S.M.A.S.H. Act Update**
  - B. **SGVCOG Planning Technical Advisory Council, Unified Out-of-Service Swimming Pool Ordinance**
  - C. **District Facilities Exploration Sub Committee Meeting Report**
11. **Board Bites: Monthly Summaries of District Activities**  
(District Manager Jared Dever)
12. **Department Reports**  
(Verbal Report)
13. **Trustee Reports**  
(Verbal Report)
14. **New Business**  
Opportunity for Trustees to request future agenda items  
(Verbal Report)
15. **Adjournment**

## CERTIFICATE OF POSTING

“This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.”

“Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.”



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Esther Elliott  
Clerk of the Board, San Gabriel Valley MVCD  
Board of Trustees

SAN GABRIEL VALLEY MVCD

Claims List

May 2, 2019

Num	Date	Name	Item	Original Amount
EFT	05/02/2019	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance I	114.08
			6070 Premiums, life - Cafeter (Voluntary Insurance I	298.33
B890021			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,270.59
			6070 Premiums, life - Cafeter (Voluntary Insurance I	219.76
			6070 Premiums, life - Cafeter (Voluntary Insurance I	54.95
				<u>1,957.71</u>
EFT	05/02/2019	CALPERS CERBT	6200 RETIREMENT - CLASSIC (Employer Contribu	9,115.17
			6200 RETIREMENT - CLASSIC (Employer Contribu	59.48
100000015655647				<u>9,174.65</u>
EFT	05/02/2019	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	303.24
			6070 Premiums, life - Cafeter (Voluntary Insurance I	361.95
1585384				<u>665.19</u>
EFT	05/02/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	564.78
			6200 RETIREMENT - CLASSIC (Employer Contribu	968.99
PR of 5/2/2019			6200 RETIREMENT - CLASSIC (Employer Contribu	1,360.23
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,935.87
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
			6201 RETIREMENT - PEPRA (Employer Contributic	387.12
			6201 RETIREMENT - PEPRA (Employer Contributic	398.21
				<u>6,101.99</u>
16336	05/02/2019	AIR DELIGHTS	6040 Building Maintenance	303.77
54093				<u>303.77</u>

**SAN GABRIEL VALLEY MVCD**

**Claims List**

May 2, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16337	05/02/2019	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	1,066.98
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	285.00
792287099				<u>1,351.98</u>
16338	05/02/2019	ATHENS SERVICES	6040 Building Maintenance	225.33
				<u>225.33</u>
6657141				
16339	05/02/2019	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	66.61
			6343 Meter # 45169724 (Account # 303-0191.300 C	46.33
303-019.300				<u>112.94</u>
16340	05/02/2019	BIOQUIP PRODUCTS	6250 LABORATORY SUPPLIES	3,495.20
				<u>3,495.20</u>
149513				
16341	05/02/2019	CALOLYMPIC SAFETY	6302 Supplies, Safety	148.08
			6302 Supplies, Safety	39.84
377230			6302 Supplies, Safety	83.50
			6302 Supplies, Safety	2,571.00
			6302 Supplies, Safety	270.03
			6302 Supplies, Safety	93.48
				<u>3,205.93</u>
16342	05/02/2019	CALPERS CERBT	6074 - POST RETIREMENT BENEFITS	50,000.00
				<u>50,000.00</u>
7165101556-001				
16343	05/02/2019	COPIES & INK	6186 Printing	1,087.34

**SAN GABRIEL VALLEY MVCD**

**Claims List**

May 2, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6186 Printing	131.30
35624				1,218.64
<b>16344</b>	<b>05/02/2019</b>	<b>DANIEL CORDOVA PLUMBING</b>	6040 Building Maintenance	295.00
				295.00
19701158				
<b>16345</b>	<b>05/02/2019</b>	<b>ENVIRONMENT CONTROL</b>	6040 Building Maintenance	1,199.00
				1,199.00
6411-411	05/01/2019			
<b>16346</b>	<b>05/02/2019</b>	<b>FIDELITY SECURITY LIFE INSURANCE CO.</b>	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163888190			6070 Vision Premiums (Vision Premiums)	237.10
			6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	58.91
				401.64
<b>16347</b>	<b>05/02/2019</b>	<b>FORESTRY SUPPLIERS, INC.</b>	6302 Supplies, Safety	239.85
			6302 Supplies, Safety	34.80
512992-00			6302 Supplies, Safety	146.40
			6302 Supplies, Safety	144.50
			6302 Supplies, Safety	47.71
				613.26
<b>16348</b>	<b>05/02/2019</b>	<b>JARED DEVER</b>	6232 Per Diem (Per Diem)	200.00
				200.00

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**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
May 2, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Per Diem AMCA-				
16349	05/02/2019	MAIL FINANCE, INC.	6073 EQUIPMENT LEASE	272.25
				<u>272.25</u>
N7685618				
16350	05/02/2019	NEWEGG	6035 COMPUTER HARDWARE	2,025.51
			6035 COMPUTER HARDWARE	1,502.98
				<u>3,528.49</u>
1301995212				
16351	05/02/2019	OFFICE DEPOT	6270 OFFICE SUPPLIES	344.48
				<u>344.48</u>
301920102001				
16352	05/02/2019	ORANGE COUNTY VECTOR CONTROL DISTRICT	6232 SEMINARS AND MEETINGS	188.42
			6232 SEMINARS AND MEETINGS	6.92
			6232 SEMINARS AND MEETINGS	21.67
				<u>217.01</u>
SGVMVCD0419				
16353	05/02/2019	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	259.10
				<u>259.10</u>
19D0024588535				
16354	05/02/2019	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
100263				
16355	05/02/2019	THERMAL COMBUSTION INNOVATORS, INC.	6250 LABORATORY SUPPLIES	96.00
				<u>96.00</u>
207226				
16356	05/02/2019	UNITED AIR CONDITIONING & MECHANICAL	6040 Building Maintenance	523.61
				<u>523.61</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 2, 2019

Num	Date	Name	Item	Original Amount
				523.61
3000-27				
16357	05/02/2019	US BANK	6080 Hiring Expenses	254.85
			6270 OFFICE SUPPLIES	139.90
Alba			6232 SEMINARS AND MEETINGS	18.99
			6036 COMPUTER SOFTWARE	29.97
Dever			6232 SEMINARS AND MEETINGS	18.11
			6232 SEMINARS AND MEETINGS	206.20
			6232 SEMINARS AND MEETINGS	60.00
			6232 SEMINARS AND MEETINGS	492.01
			6232 REGISTRATION - SEMINARS (REGISTRATI	70.00
			6036 COMPUTER SOFTWARE	132.00
			6010 AWARDS	100.00
			6232 SEMINARS AND MEETINGS	232.02
			6232 SEMINARS AND MEETINGS	412.40
Doyle			6232 SEMINARS AND MEETINGS	32.05
			6332 Uniforms (Uniforms)	40.00
			6332 Uniforms (Uniforms)	57.50
			6030 BOARD EXPENSES	5.98
			6030 BOARD EXPENSES	54.57
Elliott			6030 BOARD EXPENSES	38.97
			6040 Building Maintenance	285.00
			6280 SUPPLIES, OPERATIONS	199.00
Farned			6232 SEMINARS AND MEETINGS	33.00
			6232 SEMINARS AND MEETINGS	805.91
			6280 SUPPLIES, OPERATIONS	10.00
			6290 Supplies, Public Informati	23.97
			6305 EDUCATION PROGRAM SUPPLIES	65.66
Hagele			6290 Supplies, Public Informati	49.04
			6036 COMPUTER SOFTWARE	597.00
Sun			6003 ADVERTISING	13.57

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**SAN GABRIEL VALLEY MVCD**

**Claims List**

May 2, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6003 ADVERTISING	117.14
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6186 Printing	568.55
			6037 WEBSITE AND EMAIL SERVICE	33.34
Vander Heyden			6037 WEBSITE AND EMAIL SERVICE	21.17
			6170 MISCELLANEOUS EXPENSES	18.95
			6270 OFFICE SUPPLIES	20.58
				<u>5,283.56</u>
		<b>Total Accounts Payable for May 2, 2019</b>		<b>91,246.73</b>

SAN GABRIEL VALLEY MVCD

Claims List

May 16, 2019

Num	Date	Name	Item	Original Amount
EFT  100000015675984	05/16/2019	CAL PERS	6070 Premiums, life - Cafeter (Voluntary Insurance I	614.59
			6070 Premiums, life - Cafeter (Voluntary Insurance I	3,402.42
			6070 Premiums, life - Cafeter (Voluntary Insurance I	2,570.29
			6070 Premiums, life - Cafeter (Voluntary Insurance I	1,976.75
			6072 MEDICAL PREMIUM-Retired EE (Medical prei	408.00
			6070 ADMIN FEE (Admin fee)	31.25
				<u>9,003.30</u>
EFT  PR of 5/16/19	05/16/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	564.78
			6200 RETIREMENT - CLASSIC (Employer Contribu	968.99
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,360.23
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,935.87
			6201 RETIREMENT - PEPRA (Employer Contributic	80.08
			6201 RETIREMENT - PEPRA (Employer Contributic	387.12
			6201 RETIREMENT - PEPRA (Employer Contributic	398.21
	<u>6,101.99</u>			
EFT  SM09BT20190514001	05/16/2019	TEXAS LIFE INSURANCE COMPANY	6070 CAFETERIA BENEFIT	92.42
			6070 CAFETERIA BENEFIT	77.50
				<u>169.92</u>
16358  120055	05/16/2019	ADAPCO, INC	6250 LABORATORY SUPPLIES	<u>2,040.65</u> 2,040.65
16359  1084925	05/16/2019	AIRGAS USA, LLC	6302 Supplies, Safety	164.83
			6302 Supplies, Safety	86.30
			6302 Supplies, Safety	29.86
	<u>280.99</u>			

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SAN GABRIEL VALLEY MVCD

Claims List

May 16, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16360	05/16/2019	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16361	05/16/2019	AMAZON.COM	6312 Monthly District Field Ph (Monthly District Fielc	254.85
60457-5999			6280 SUPPLIES, OPERATIONS	55.30
			6270 OFFICE SUPPLIES	22.39
			6290 Supplies, Public Informati	69.71
			6290 Supplies, Public Informati	506.31
			6270 OFFICE SUPPLIES	17.34
			6270 OFFICE SUPPLIES	38.27
			6312 Monthly District Field Ph (Monthly District Fielc	436.32
			6270 OFFICE SUPPLIES	10.28
			6250 LABORATORY SUPPLIES	539.98
			6270 OFFICE SUPPLIES	47.60
			6281 MOSQUITO FISH SUPPLIES	20.78
			6270 OFFICE SUPPLIES	44.12
			6035 COMPUTER HARDWARE	245.60
			6270 OFFICE SUPPLIES	18.40
			6302 Supplies, Safety	71.94
			6280 SUPPLIES, OPERATIONS	98.00
			6250 LABORATORY SUPPLIES	17.85
			6270 OFFICE SUPPLIES	53.29
			6281 MOSQUITO FISH SUPPLIES	109.43
			6270 OFFICE SUPPLIES	36.64
			6035 COMPUTER HARDWARE	51.46
			6270 OFFICE SUPPLIES	193.74
			6302 Supplies, Safety	77.94
			6312 Monthly District Field Ph (Monthly District Fielc	49.23
				<u>3,086.77</u>
16362	05/16/2019	AMCA	6150 MEMBERSHIPS	<u>2,471.26</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 16, 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				2,471.26
3000004810				
16363	05/16/2019	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	191.67
2038099	05/03/2019		6070 CAFETERIA BENEFIT	220.83
			6070 CAFETERIA BENEFIT	83.33
				<u>716.66</u>
16364	05/16/2019	AMERICAN WATER WORKS	6040 Building Maintenance	4,920.16
				<u>4,920.16</u>
27659				
16365	05/16/2019	B&K ELECTRIC	6040 Building Maintenance	116.42
				<u>116.42</u>
S3112067.001				
16366	05/16/2019	BARNEYS LOCKSMITH SERVICE	6040 Building Maintenance	290.00
				<u>290.00</u>
37452				
16367	05/16/2019	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16368	05/16/2019	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 2/8/2019				
16369	05/16/2019	CHARLES MYERS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				

SAN GABRIEL VALLEY MVCD

Claims List

May 16, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
16370	05/16/2019	COREY CALAYCAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 5/10/19	05/10/2019			
16371	05/16/2019	COSTCO WHOLESALE MEMBER	6150 MEMBERSHIPS	<u>600.00</u> 600.00
00011869257840				
16372	05/16/2019	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 5/10/19				
16373	05/16/2019	DAN HOLLOWAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 5/10/19				
16374	05/16/2019	ELYSE RASMUSSEN	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 5/10/19				
16375	05/16/2019	EMMETT G. BADAR	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 5/10/19				
16376	05/16/2019	ENTERPRISE	6007 - AUTOMOBILE LEASE	<u>4,611.84</u> 4,611.84
2625				
16377	05/16/2019	ENTERPRISE FLEET MANAGEMENT EXCHANGE	6007 - AUTOMOBILE LEASE	2,337.38
			6007 - AUTOMOBILE LEASE	2,883.81
Lease Payoff			6007 - AUTOMOBILE LEASE	412.94

**SAN GABRIEL VALLEY MVCD**

**Claims List**

May 16, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6007 - AUTOMOBILE LEASE	4,494.38
			6007 - AUTOMOBILE LEASE	4,494.38
			6007 - AUTOMOBILE LEASE	428.20
			6007 - AUTOMOBILE LEASE	400.00
				<u>15,451.09</u>
<b>16378</b>	<b>05/16/2019</b>	<b>FLEET SOLUTIONS CENTER</b>	6260 SUPPLIES, MECHANICAL	453.63
			6260 SUPPLIES, MECHANICAL	1,546.97
1945, 1946, 1963,			6260 SUPPLIES, MECHANICAL	1,145.65
			6260 SUPPLIES, MECHANICAL	715.39
				<u>3,861.64</u>
<b>16379</b>	<b>05/16/2019</b>	<b>HAROLD J. BISSNER III</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
<b>16380</b>	<b>05/16/2019</b>	<b>HOME DEPOT</b>	6270 OFFICE SUPPLIES	88.13
			6040 Building Maintenance	16.47
8283750			6270 OFFICE SUPPLIES	31.90
			6040 Building Maintenance	129.31
			6040 Building Maintenance	34.18
				<u>299.99</u>
<b>16381</b>	<b>05/16/2019</b>	<b>INTERSTATE BATTERY SYSTEM</b>	6260 SUPPLIES, MECHANICAL	129.77
				<u>129.77</u>
10169646				
<b>16382</b>	<b>05/16/2019</b>	<b>IRWINDALE INDUSTRIAL CLINIC</b>	6080 Hiring Expenses	575.00
				<u>575.00</u>
4438-888351				
<b>16383</b>	<b>05/16/2019</b>	<b>JERRY VELASCO</b>	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 16, 2019

Num	Date	Name	Item	Original Amount
				100.00
BM of 5/10/19				
16384	05/16/2019	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16385	05/16/2019	JOSEPH LEON	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16386	05/16/2019	JOSEPH ROCHA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16387	05/16/2019	JULI COSTANZO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16388	05/16/2019	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical prei	284.77
				<u>284.77</u>
Premium Reimburse				
16389	05/16/2019	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	2,301.00
				<u>2,301.00</u>
003336				
16390	05/16/2019	MARINA KHUBESRIAN, MD	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16391	05/16/2019	MEDICAL WASTE MANAGEMENT FUND	6250 LABORATORY SUPPLIES	25.00
				<u>25.00</u>

**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 16, 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				25.00
SQG 31214, 79052 Mw				
<b>16392</b>	<b>05/16/2019</b>	<b>MIKE NIFFENEGGER</b>	6072 MEDICAL PREMIUM-Retired EE (Medical prei	<u>518.50</u>
Premium Reimburse				518.50
<b>16393</b>	<b>05/16/2019</b>	<b>PRAXAIR DISTRIBUTION</b>	6250 LABORATORY SUPPLIES	<u>25.04</u>
89178312				25.04
<b>16394</b>	<b>05/16/2019</b>	<b>RED WING SHOE STORE</b>	6302 Supplies, Safety	<u>423.71</u>
20190510026095				423.71
<b>16395</b>	<b>05/16/2019</b>	<b>RESCUE ROOTER/ARS</b>	6044 MAINTENANCE, GROUNDS	<u>375.00</u>
22018874/311334				375.00
<b>16396</b>	<b>05/16/2019</b>	<b>RICHARD BARAKAT</b>	6030 BOARD EXPENSES	<u>100.00</u>
BM of 5/10/19				100.00
<b>16397</b>	<b>05/16/2019</b>	<b>ROBERT KENNEDY</b>	6072 MEDICAL PREMIUM-Retired EE (Medical prei	<u>187.74</u>
Premium Reimburse				187.74
<b>16398</b>	<b>05/16/2019</b>	<b>ROGER CHANDLER</b>	6030 BOARD EXPENSES	<u>100.00</u>
BM of 5/10/19				100.00
<b>16399</b>	<b>05/16/2019</b>	<b>SANDRA ARMENTA</b>	6030 BOARD EXPENSES	<u>100.00</u>



**SAN GABRIEL VALLEY MVCD**  
**Claims List**  
**May 16, 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 5/10/19				
16400	05/16/2019	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	112.09
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	27.68
057-518-2100-9				<u>139.77</u>
16401	05/16/2019	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	1,743.98
				<u>1,743.98</u>
2-03-760-7223				
16402	05/16/2019	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	165.30
				<u>165.30</u>
227573121				
16403	05/16/2019	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM f 5/10/19				
16404	05/16/2019	STEVEN LY	6302 Supplies, Safety	3.35
				<u>3.35</u>
Boot deduction reimb				
16405	05/16/2019	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/10/19				
16406	05/16/2019	TOTALFUNDS BY HASLER	6185 POSTAGE	500.00
				<u>500.00</u>
7900011002342056				
16407	05/16/2019	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30

SAN GABRIEL VALLEY MVCD

Claims List

May 16, 2019

Num	Date	Name	Item	Original Amount
			6320 Office phones (Office phones)	1,046.34
116433351-0				2,044.64
16408	05/16/2019	VECTOR CONTROL JPA	6232 SEMINARS AND MEETINGS	701.78
VCJPA-2019-103				701.78
16409	05/16/2019	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	238.31
			6312 Monthly District Field Ph (Monthly District Fielc	323.88
272560553-01, 02,03			6312 Monthly District Field Ph (Monthly District Fielc	1,115.60
			6312 Monthly District Field Ph (Monthly District Fielc	1,758.09
				3,435.88
16410	05/16/2019	VORTEX INDUSTRIES, INC.	6040 Building Maintenance	1,778.00
04-1341077				1,778.00
16411	05/16/2019	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT LEASE	1,500.15
69604116				1,500.15
16412	05/16/2019	WEST VALLEY MVCD	6250 LABORATORY SUPPLIES	756.00
2468				756.00
16413	05/16/2019	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	6,065.38
59135083				6,065.38
		<b>Total Accounts Payable for May 16, 2019</b>		<b>79,802.44</b>

SAN GABRIEL VALLEY MVCD

Claims List

May 30, 2019

Num	Date	Name	Item	Original Amount
EFT	05/30/2019	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	303.24
			6070 Premiums, life - Cafeter (Voluntary Insurance I	361.95
				<u>665.19</u>
EFT	05/30/2019	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	521.33
			6200 RETIREMENT - CLASSIC (Employer Contribu	938.12
PR of 5/30/19			6200 RETIREMENT - CLASSIC (Employer Contribu	1,634.07
			6200 RETIREMENT - CLASSIC (Employer Contribu	299.81
			6201 RETIREMENT - PEPRA (Employer Contributic	106.90
			6201 RETIREMENT - PEPRA (Employer Contributic	1,926.46
			6201 RETIREMENT - PEPRA (Employer Contributic	364.65
			6201 RETIREMENT - PEPRA (Employer Contributic	455.94
			6201 RETIREMENT - PEPRA (Employer Contributic	409.21
				<u>6,656.49</u>
EFT	05/30/2019	PRINCIPAL DENTAL	6070 Premiums, life - Cafeter (Voluntary Insurance I	86.95
			6070 Premiums, life - Cafeter (Voluntary Insurance I	352.61
1085590-10001	05/18/2019		6070 Premiums, life - Cafeter (Voluntary Insurance I	1,374.00
			6070 Premiums, life - Cafeter (Voluntary Insurance I	262.63
			6070 Premiums, life - Cafeter (Voluntary Insurance I	265.66
				<u>2,341.85</u>
16414	05/30/2019	ADDRESSERS	6280 SUPPLIES, OPERATIONS	1,553.96
				<u>1,553.96</u>
78410				
16415	05/30/2019	AIRGAS USA, LLC	6302 Supplies, Safety	321.23
			6302 Supplies, Safety	13.91
9088709518			6302 Supplies, Safety	125.21
				<u>460.35</u>
16416	05/30/2019	ALEJANDRA GASPAR	6240 SOCIAL SECURITY	71.62
				<u>71.62</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 30, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				71.62
Reimbursement				
16417	05/30/2019	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	844.01
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	358.20
792287099				<u>1,202.21</u>
16418	05/30/2019	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	87.17
			6343 Meter # 45169724 (Account # 303-0191.300 C	46.33
303-0190-300				<u>133.50</u>
16419	05/30/2019	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	50.59
884496				<u>50.59</u>
16420	05/30/2019	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	3,003.00
				<u>3,003.00</u>
Recertification fees				
16421	05/30/2019	CANON FINANCIAL SERVICES, INC.	6073 EQUIPMENT CANON (Canon Graphics Equip	17,509.44
20095819				<u>17,509.44</u>
16422	05/30/2019	COPIES & INK	6186 Printing	881.78
35637				<u>881.78</u>
16423	05/30/2019	DANE MILETICH	6240 SOCIAL SECURITY	72.56
				<u>72.56</u>

SAN GABRIEL VALLEY MVCD

Claims List

May 30, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Reimbursement				
16424	05/30/2019	ELWIN TRAN	6240 SOCIAL SECURITY	65.31
				<u>65.31</u>
Reimbursement				
16425	05/30/2019	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	81.03
163922325			6070 Vision Premiums (Vision Premiums)	237.10
			6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	58.91
				<u>401.64</u>
16426	05/30/2019	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	1,405.16
				<u>1,405.16</u>
2006				
16427	05/30/2019	HOWARD FORD	6240 SOCIAL SECURITY	74.55
				<u>74.55</u>
Reimbursement				
16428	05/30/2019	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	290.00
				<u>290.00</u>
1478205				
16429	05/30/2019	OFFICE DEPOT	6270 OFFICE SUPPLIES	50.04
			6270 OFFICE SUPPLIES	5.33
				<u>55.37</u>
313113917001				
16430	05/30/2019	QUINTIN CHOI	6240 SOCIAL SECURITY	74.55
				<u>74.55</u>
Reimbursement				
	05/30/2019			

SAN GABRIEL VALLEY MVCD

Claims List

May 30, 2019

Num	Date	Name	Item	Original Amount
16431	05/30/2019	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	319.05
				<u>319.05</u>
19E0024588535				
16432	05/30/2019	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	2,950.00
			6046 PROFESSIONAL SERVICES - IT	400.00
110598			6046 PROFESSIONAL SERVICES - IT	400.00
			6046 PROFESSIONAL SERVICES - IT	298.05
				<u>4,048.05</u>
16433	05/30/2019	US BANK	6030 BOARD EXPENSES	203.65
			6036 COMPUTER SOFTWARE	792.00
Alba	05/22/2019		6036 COMPUTER SOFTWARE	29.97
			6232 SEMINARS AND MEETINGS	435.62
Dever	05/22/2019		6036 COMPUTER SOFTWARE	136.00
			6250 LABORATORY SUPPLIES	7.67
			6270 OFFICE SUPPLIES	278.82
Doyle	05/22/2019		6030 BOARD EXPENSES	21.95
			6030 BOARD EXPENSES	34.70
Elliott	05/22/2019		6030 BOARD EXPENSES	17.18
			6030 BOARD EXPENSES	62.72
			6280 SUPPLIES, OPERATIONS	199.00
			6040 Building Maintenance	39.50
Farned	05/22/2019		6003 ADVERTISING	136.43
			6003 ADVERTISING	154.98
Sun	05/22/2019		6037 WEBSITE AND EMAIL SERVICE	4.99
			6290 Supplies, Public Informati	653.23
			6280 SUPPLIES, OPERATIONS	21.82
			6044 MAINTENANCE, GROUNDS	33.73
Tanaka	05/22/2019		6170 MISCELLANEOUS EXPENSES	22.74
Van der heyden	05/22/2019		6170 MISCELLANEOUS EXPENSES	15.16
			6270 OFFICE SUPPLIES	39.66

**SAN GABRIEL VALLEY MVCD**

**Claims List**

**May 30, 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6270 OFFICE SUPPLIES	34.94
				3,376.46
		<b>Total Accounts Payable for May 30, 2019</b>		<b>44,712.68</b>
		<b>Total Accounts Payable for May 2019</b>		<b>215,761.85</b>
		<b>Total Payroll for May 2019</b> see attached		<b>305,445.63</b>
		<b>Total Claims List for May 2019</b>		<b>521,207.48</b>

**San Gabriel Valley MVCD  
Payroll for April 2019**

<b>Department</b>	<b>May 2, 2019</b>	<b>Correction</b>	<b>May 16, 2019</b>	<b>Retro</b>	<b>May 30, 2019</b>	<b>TOTAL</b>
EXECUTIVE	5,540.80		5,540.80		5,540.80	16,622.40
ADMINISTRATION	15,470.40		11,632.80		11,532.80	38,636.00
OPERATIONS	46,078.69		46,097.80	417.60	45,869.88	138,463.97
SURVEILLANCE	6,599.84		6,699.84		6,599.84	19,899.52
COMMUNICATIONS	9,006.54		9,068.79		9,000.42	27,075.75
SEASONAL WORKERS	<u>13,726.61</u>	<u>131.67</u>	<u>13,516.31</u>		<u>14,072.43</u>	<u>41,447.02</u>
Gross Payroll	96,422.88	131.67	92,556.34	417.60	92,616.17	282,144.66
Employer Taxes	2,965.85	18.23	2,783.96	6.06	2,830.96	8,605.06
Car Allowance	500.00	-	-	-	-	500.00
Employee Benefit-Med	<u>4,731.97</u>	<u>-</u>	<u>4,731.97</u>	<u>-</u>	<u>4,731.97</u>	<u>14,195.91</u>
<b>TOTAL PAYROLL</b>	<b>104,620.70</b>	<b>149.90</b>	<b>100,072.27</b>	<b>423.66</b>	<b>100,179.10</b>	<b>305,445.63</b>



SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>PERSONNEL EXPENSES</b>						
Salaries, Exempt	65,408.03	463,198.94	483,738.58	20,539.64	95.75	
Salaries - Non Exempt	163,122.40	1,213,546.33	1,680,573.54	467,027.21	72.21	
Salaries - Overtime	68.91	2,781.21	19,700.00	16,918.79	14.12	
Salaries - Vacation	8,814.21	98,947.75	89,770.00	(9,177.75)	110.22	Retirement payout
Salaries-Holiday	457.28	90,881.10	123,207.00	32,325.90	73.76	
Salaries, Sick Pay	6,010.14	68,101.19	93,635.00	25,533.81	72.73	
Salaries, Part-time - XH	40,943.32	175,334.10	348,686.00	173,351.90	50.28	
Management Car Allowance	500.00	5,500.00	6,000.00	500.00	91.67	
Cafeteria Benefit	29,860.89	282,196.95	316,800.00	34,603.05	89.08	
Hlth Benefits, Ret Emps	1,399.01	13,731.36	12,000.00	(1,731.36)	114.43	New retiree added
Medicare	4,236.47	31,691.14	40,745.00	9,053.86	77.78	
Retirement - Classic	18,955.60	183,228.54	110,980.00	(72,248.54)	165.10	Unfunded liability
Retirement - Pepra	9,079.52	71,641.29	95,065.00	23,423.71	75.36	
Social Security	2,554.41	7,254.45	7,385.00	130.55	98.23	
Group Term Life Ins	606.48	3,758.98	4,300.00	541.02	87.42	
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	0.00	
Insurance, unemployment	2,172.78	19,583.89	19,200.00	(383.89)	102.00	FUTA expense to be reimbursed
Post Retirement Benefits	50,000.00	50,000.00	0.00	(50,000.00)		
<b>TOTAL PERSONNEL EXPENSES</b>	<b>404,189.45</b>	<b>2,781,377.22</b>	<b>3,459,785.12</b>	<b>678,407.90</b>	<b>80.39</b>	
<b>OPERATING EXPENSES</b>						
Awards	100.00	1,490.35	2,000.00	509.65	74.52	
Advertising	422.12	21,242.89	30,000.00	8,757.11	70.81	
Bank Charges	1,807.70	8,200.68	5,000.00	(3,200.68)	164.01	New payroll processing company
Board expenses	2,539.72	26,693.95	35,000.00	8,306.05	76.27	
Computer Hardware	3,825.55	23,065.35	19,000.00	(4,065.35)	121.40	iPads-Ops
Computer Software	1,716.94	22,260.14	20,400.00	(1,860.14)	109.12	Neogov renewal
Website/Email Service	285.66	2,754.88	3,195.00	440.12	86.22	
Building maintenance	10,798.95	50,821.80	37,500.00	(13,321.80)	135.52	Water heater replacement
Maintenance, equipment	0.00	726.50	9,000.00	8,273.50	8.07	
Maintenance, grounds	408.73	1,206.29	4,000.00	2,793.71	30.16	
Lease Equipment	19,281.84	51,858.64	38,000.00	(13,858.64)	136.47	Copier lease pay-off
Fees & Assessments	0.00	3,121.84	4,000.00	878.16	78.05	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Hiring expenses	829.85	3,575.61	5,600.00	2,024.39	63.85	
VCJPA General Fund	0.00	8,348.00	9,656.00	1,308.00	86.45	
Insurance, liability	0.00	63,019.00	65,411.00	2,392.00	96.34	One time expense
Workers Comp Insurance	0.00	110,842.00	111,546.00	704.00	99.37	One time expense
Automobile Insurance	0.00	1,648.00	1,648.00	0.00	100.00	One time expense
Other Insurance	0.00	1,103.22	2,000.00	896.78	55.16	
Insurance, property	0.00	3,196.00	3,258.00	62.00	98.10	One time expense
Legal	2,591.00	16,682.49	35,000.00	18,317.51	47.66	
Memberships	3,071.26	24,818.87	25,000.00	181.13	99.28	MVCAC dues
Miscellaneous expenses	635.00	3,975.68	3,000.00	(975.68)	132.52	Increased water delivery
Postage	500.00	1,879.75	9,904.00	8,024.25	18.98	
Prof. Services, Auditor	0.00	14,557.50	20,000.00	5,442.50	72.79	
Professional Services	0.00	2,880.00	5,000.00	2,120.00	57.60	
Professional Services-IT	4,048.05	29,799.10	35,000.00	5,200.90	85.14	
Printing & Reproduction	2,668.97	10,934.23	11,000.00	65.77	99.40	Brochures for mosquito season
Research	0.00	0.00	1,000.00	1,000.00	0.00	
Seminars and meetings	3,935.10	27,506.55	29,710.00	2,203.45	92.58	
Supplies, laboratory	7,003.39	20,209.43	16,100.00	(4,109.43)	125.52	New traps
Supplies, mechanical	5,447.16	47,430.80	25,000.00	(22,430.80)	189.72	Transmission replacement
Supplies, gasoline	6,065.38	51,090.57	50,000.00	(1,090.57)	102.18	Extra trucks for seasonals
Supplies, office	1,692.07	11,832.87	13,000.00	1,167.13	91.02	
Supplies, Mosquito Fish	130.21	1,325.86	30,000.00	28,674.14	4.42	
Supplies, operations	2,137.08	11,151.04	18,000.00	6,848.96	61.95	
Supplies, pesticides	0.00	48,687.07	50,000.00	1,312.93	97.37	Pesticides for season
Supplies, Communications	1,303.36	6,729.16	11,200.00	4,470.84	60.08	
Supplies, Education Program	65.66	269.94	700.00	430.06	38.56	
Supplies, safety	5,137.47	20,610.79	20,000.00	(610.79)	103.05	Supplies for season
Benefit Assesment Admin Cost	0.93	114,484.25	115,000.00	515.75	99.55	One time expense
Communications, field	4,176.28	26,355.19	28,000.00	1,644.81	94.13	
Telephone, Internet	998.30	10,840.78	24,500.00	13,659.22	44.25	
Telephone , Office	1,046.34	11,004.03	14,000.00	2,995.97	78.60	
Training , CEU's	3,003.00	7,195.00	4,000.00	(3,195.00)	179.88	Recertification fees
Uniforms and clothing	1,986.40	10,329.10	27,000.00	16,670.90	38.26	
Utilities, Electric	1,743.98	29,049.48	39,000.00	9,950.52	74.49	
Utilities, Natural Gas	139.77	2,129.30	3,000.00	870.70	70.98	
Utilities, Water	246.44	1,693.10	2,000.00	306.90	84.66	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Automobile Lease	20,062.93	78,376.28	73,800.00	(4,576.28)	106.20	Lease pay-off for 7 trucks
<b>TOTAL OPERATING EXPENSES</b>	121,852.59	1,049,003.35	1,145,128.00	96,124.65	91.61	
<b>TOTAL EXPENSES</b>	526,042.04	3,830,380.57	4,604,913.12	774,532.55	83.18	

SGVMVCD  
Comparative YTD Actual to Full Year Budget  
Current Period 92% of Year Completed  
May 31, 2019

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
<b>RESERVES</b>						
Reserve, Unallocated Gene	0.00	0.00	0.00	0.00	0.00	Transferred to Building/Facilities
Reserve, Public Health Em	0.00	0.00	1,326,200.00	1,326,200.00	0.00	
Reserve, Capital Projects	0.00	0.00	612,923.00	612,923.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	100,000.00	100,000.00	0.00	From Unallocated General Reserves
Reserve, Vehicle Replacement	0.00	59,300.00	103,060.00	43,760.00	57.54	
<b>TOTAL RESERVES</b>	0.00	59,300.00	2,342,441.00	2,283,141.00	2.53	

**San Gabriel Valley Mosquito & Vector Control District  
Board of Trustees Meeting  
May 10, 2019  
MINUTES**

**Trustees Attending**

1. Stephen Sham (Alhambra)
2. Roger Chandler (Arcadia)
3. Joseph Rocha (Azusa)
4. Rick Barakat (Bradbury)
5. Corey Calaycay (Claremont)
6. Jerry Velasco (El Monte)
7. Charles Myers (Glendora)
8. Dan Holloway (La Puente)
9. Elyse Rasmussen (La Verne)
10. Jamie Bissner (L.A. County)
11. Becky Shevlin (Monrovia)
12. Joseph Leon (Monterey Park)
13. Rachel Janbek (Pasadena)
14. Emmett Badar (San Dimas)
15. Sandra Armenta (Rosemead)
16. Tim Sandoval (Pomona)
17. Juli Costanzo (San Gabriel)
18. John Capoccia (Sierra Madre)
19. Marina Khubesrian (So. Pasadena)
20. Cynthia Sternquist (Temple City)
21. Allen L. Wu (Walnut)

**Trustees Absent**

1. Cruz Baca (Baldwin Park)
2. Henry M. Morgan (Covina)
3. Margaret Finlay (Duarte)
4. Catherine Marcucci (Industry)
5. Manuel Garcia (Irwindale)

**Staff Attending**

- Jared Dever
- Melissa Doyle
- Levy Sun
- Rose Alba
- Jason Farned

**1. Call to Order**

Board President Corey Calaycay called the meeting to order at 7:00 AM

**2. Pledge of Allegiance and Silent Roll Call**

President Corey Calaycay led the Pledge of Allegiance.

**3. Opportunity for Public Comment on Non-Agenda Items**

None

**4. Consent Calendar**

**A. List of Claims for April 2019**

- B. Budget Status Report for April 2019**
- C. Minutes of Board of Trustees Meeting of April 2019**
- D. Operations Report 2019**
- E. Surveillance Report 2019**
- F. Communications Report 2019**
- G. March 2019 Monthly Treasurer Report / District Working Balance for May 2019**
- H. Conference Reports**

A motion by Trustee Chandler to approve the Consent Calendar as presented was seconded and unanimously approved.

#### **5. Presentation: FY 2019/20 Annual Budget DRAFT**

District Manager Jared Dever reported that the cooperative efforts of District's personnel in FY 2018/2019 has helped tremendously to maintain the lower operating expenses while improving the overall efficiency of our administrative management, expansion of our education and outreach programs, and continued refinement of the surveillance and abatement programs.

Dever further stated that in order to continue the current positive trajectory, lower the threat of native and invasive vectors and vector-borne disease, appropriately fund reserves, and address significant facility infrastructure needs; additional revenues will be necessary in FY 2019/20. He presented to the Board of Trustees, an increase to the annual special benefit assessment of \$1.86 per single family equivalent is proposed in the budget. The FY 2019/20 projected total revenue is \$5,363,919 with projected expenditures of \$5,331,379.

In a PowerPoint slide presentation, Dever described the following capital projects and staff additions that are proposed in the draft budget:

#### Personnel:

- Expansion of the in-class youth education program, Eco Health, with the addition of one full-time Education Specialist position.
- Improve the breadth of the public education and outreach program with the addition of one full-time Outreach Assistant position.
- Support the new out-of-service swimming pool resolution program with a dedicated limited term full-time Virtual Specialist position.
- Continue to improve human resource standards and practices, and financial oversight by creating one Human Resources and Finance Specialist full-time position.

Capital Outlay and Reserves:

- All proposed capital outlay projects are supported by normal annual revenue. No monies have been designated from district reserves to fund their acquisition. The proposed budget allocates the following monies to capital outlay projects:
  - \$80,000 for server replacement/virtualization and security camera array installation.
  - \$35,000 for new computers and office equipment for new personnel.
  - \$100,000 for the purchase and modification of two specialty flood channel inspection and treatment vehicles.
  - \$38,000 for a dedicated mobile outreach and education vehicle.
  - \$14,000 for expanded mosquito surveillance materials.

At the conclusion of the presentation, Dever thanked the Board of Trustees for their support as the district aggressively pursues improved public health outcomes in the San Gabriel Valley. He stated that the long overdue addition of personnel and materials supported by the FY 2019/20 budget will significantly aid our ongoing efforts to suppress West Nile virus, slow the expansion of invasive *Aedes* mosquitoes, deeply engage and educate our constituency, and adequately prepare for future threats to public health in the San Gabriel Valley.

## 6. Preliminary Engineer's Report for Board Review

The preliminary engineer's report was distributed to the Board of Trustees.

## 7. Closed Session Under Government Code

Public Employee performance evaluation (California Government Code section 54957(1)(b)) and annual compensation review and adjustment (California Government Code Section 54957.6):

Employee: General Manager Jared Dever.

At 7:46 AM, Board President Calaycay announced the Board would meet in closed session and excused District staff present.

The Board of Trustees reconvened at 8:01 AM. President Calaycay announced there was no reportable action

## 8. District's Administration

(District Manager Jared Dever)

### A. City of San Marino: Consideration of Potential Annexation

District Manager reported that he met with City officials and continued the discussion of a potential annexation of the City of San Marino.

**9. Department Reports**

**A. Operations**

Jason Farned Operations Manager stated that results from the annual aerial surveillance on May 3<sup>rd</sup> should be available in 2 weeks. District's seasonal staff are in the field working on the swimming pool program.

**B. Surveillance**

Scientific Programs Manager Melissa Doyle reported that weekly trapping continues with no positives. The recent rain, which is normal for this time of the year, resulted in normal counts. No viruses have been reported to date.

**C. Communications**

Public Information Officer Levy Sun stated thanked Trustees for providing contact information in each of their respective cities. Trustee Sternquist for the City of Temple City donned the Adez costume at a recent Temple City Council meeting providing additional awareness during Mosquito Week.

**10. Trustee Reports**

None

**11. New Business**

President Corey Calaycay announced that as a tribute to Mike Spence, Trustee from the City of West Covina, the meeting would be dedicated in his memory.

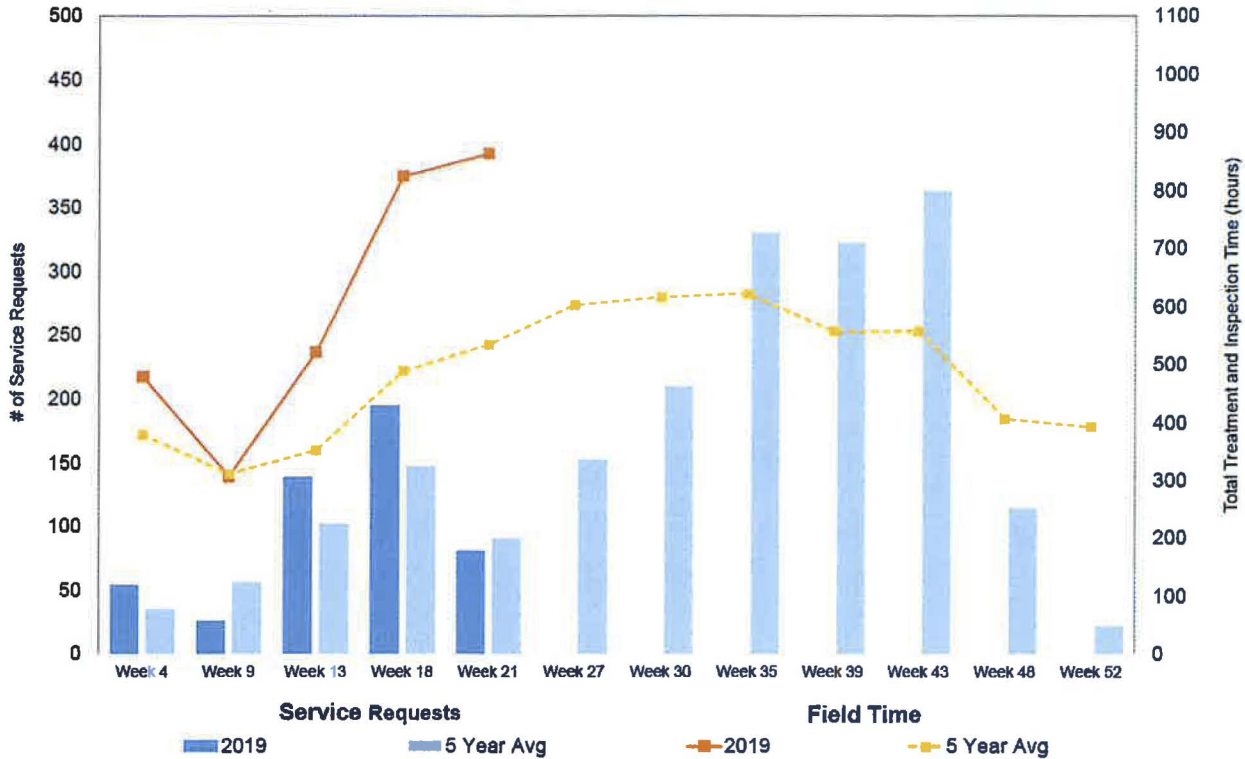
**12. Adjournment**

No motion. Meeting adjourned at 8:13 am.



## Operations Report Week 18 - 22 2019

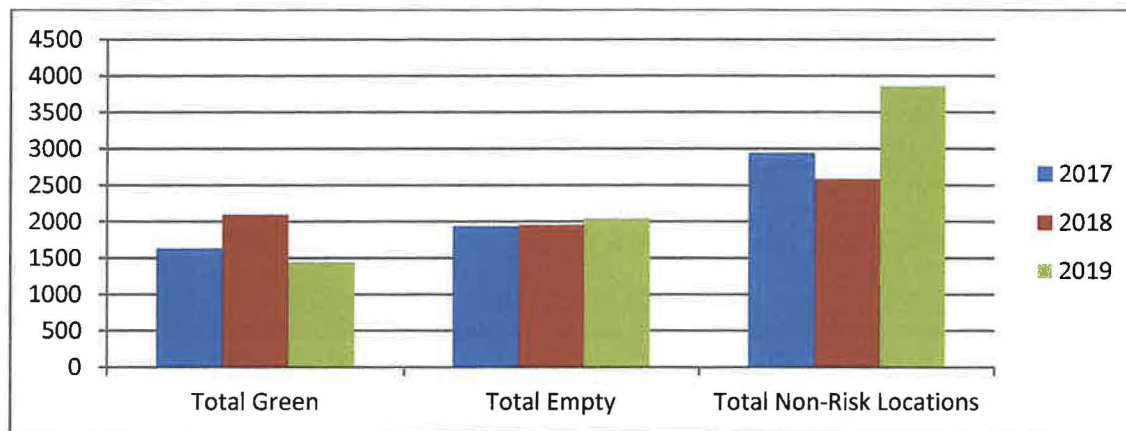
### Operations Workflow:



### Operations Summary:

Aerial surveillance performed in early May found 4,495 non-functional swimming pools. Of that number, 1,450 were flagged as unmaintained and in violation of the health and safety code. On May 28, 2019, 1,360 violation notices were mailed with a compliance deadline of June 11, 2019. Within the first week, 132 swimming pools were resolved using the District’s text response program and the District estimates a 40% response rate by the end of the deadline. Included this month is a three-year comparison of the initial aerial pool data. In the following chart, it is worth noting that the number of unmaintained pools (Total Green-those in violation) has decreased over 30% over last year. The total number of non-functional pools has also decreased (Total Green + Total Empty) and a much greater percentage of those pools remain empty and in compliance.

### Aerial Surveillance Pools



### Aerial Surveillance Pools Continued

Swimming Pool Condition	2017	2018	2019
New Address Green	N/A	1134	759
Existing Address Green	N/A	959	691
<b>Total Green</b>	<b>1630</b>	<b>2093</b>	<b>1450</b>
New Address Empty	N/A	N/A	981
Existing Address Empty	N/A	N/A	1064
<b>Total Empty</b>	<b>1939</b>	<b>1958</b>	<b>2045</b>
Covered	91	13	25
Dark Bottom	225	72	71
Murky	1404	2409	3651
No Data	22	11	38
Putting Green	8	11	5
Questionable	962	55	34
Reflective	N/A	3	7
Sandy Bottom	229	9	26
Trampoline	1	4	3
<b>Total Non-Risk Locations</b>	<b>2942</b>	<b>2587</b>	<b>3860</b>

**Chemical Usage:**

<b>Larvicides/Pupicides</b>			
<b>Method of Action</b>	<b>Target</b>	<b>Amount</b>	<b>Area Treated</b>
<b>Larvicide Oils (Surface Film)</b>			
Suffocation	Mosquitoes	5.00 gal.	45098 sq.ft.
<b>Insect Growth Regulators (IGR's)</b>			
Inhibits metamorphosis	Mosquitoes	26.10 lbs.	11487 sq.ft.
<b>Bacterials</b>			
Ingestion, toxicant	Mosquitoes	1.53 gal.	777744 sq.ft.
Ingestion, toxicant	Mosquitoes	68.36 lbs.	1783347 sq.ft.
Ingestion, toxicant	Black flies	24.55 gal.	6814 m <sup>3</sup>
<b>Biologicals</b>			
Mosquito fish	Mosquitoes	818 ea.	14538 sq.ft.

**Zone Specialists:**

<b>Zone</b>	<b>Specialist</b>	<b>Cities</b>
1	Marc Mitchell	Alhambra, Monterey Park, San Gabriel and South Pasadena
2	Leslie Conner	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Jon Halili	Baldwin Park, El Monte and Rosemead
5	Ignacio Ureña	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Marco Gaytan	Industry, La Puente, West Covina
7	Steven Gallegos	Covina, Glendora, San Dimas
8	Hendricks Peña	Claremont, La Verne, Pomona, Walnut

# Surveillance Department

Disease Weeks: 18 - 22

The surveillance department trapped for mosquitoes throughout the San Gabriel Valley (SGV) in weeks 14- 17. Traps are placed in a variety of location types to provide optimal surveillance for disease-carrying mosquitoes weekly. Mosquito samples were submitted for testing.

- Disease Surveillance in San Gabriel Valley
- No human infections have been reported in 2019 in SGV.
  - No positive dead birds have been reported in SGV
    - 1 dead bird was collected during weeks 18 – 22 and was negative for West Nile virus (WNV).
  - No positive mosquito samples in SGV.
    - 108 samples submitted for testing, 0 positive samples reported as of 6/3/2019.

Mosquito Activity in San Gabriel Valley

Increased mosquito activity has been observed in weeks 18 – 22. The majority of the mosquitoes captured are the WNV carrying southern house mosquito. Invasive *Aedes* mosquito populations are currently low in SGV. The *Aedes* mosquito populations are expected to rise as the temperatures increase.

- 12,108 mosquitoes were collected in weeks 18 – 22 from 309 traps
  - 19,171 mosquitoes have been collected in 2019.

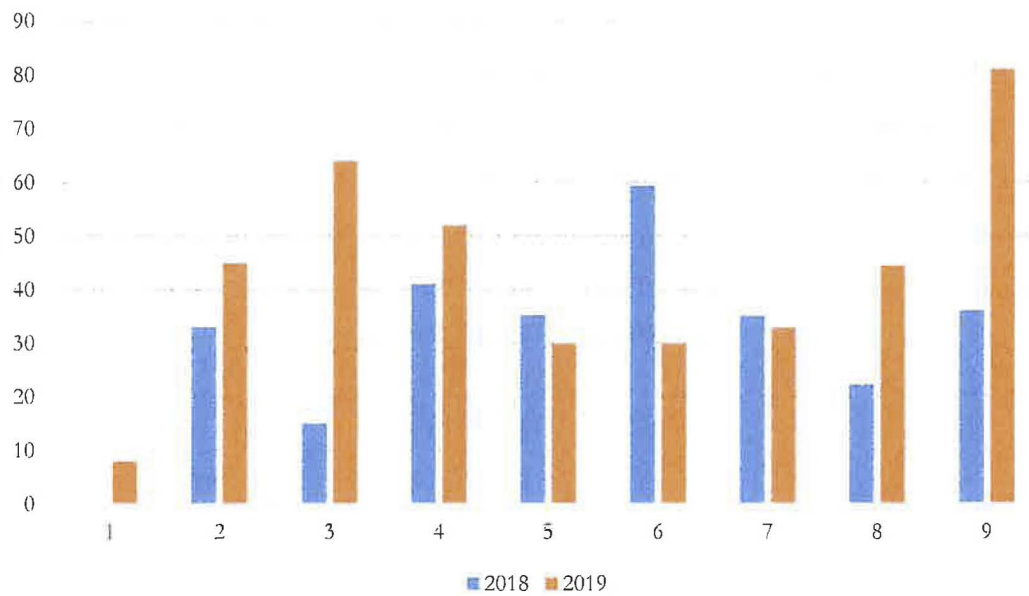
The average number of mosquitoes caught per trap in SGV for weeks 14 - 22 are displayed in the chart. The average trap captures for the same weeks in 2018 are also provided. Average trap numbers provide insight into the general mosquito activity in the area.

A slight increase in trap captures has been observed in 2019 in comparison to the trap captures in 2018. This slight increase may be

attributed to variations in temperature, increased rainfall in the previous months, and refinements in trapping techniques.

Weeks	2018	2019
14	0	8
15	33	45
16	15	64
17	41	52
18	35	30
19	59	30
20	35	33
21	22	44
22	36	81

Average Number of Mosquitoes Caught by Week



Disease Surveillance in California

WNV activity in California is increasing at this time. The chart below displays WNV activity in California. Fewer wild birds have tested positive for WNV in 2019 in comparison to both 2018 and the 5-year

average. A marked increase in positive mosquito pools has been observed in southern Riverside County.

**West Nile Virus Activity in California**

	2019	2018	5 Year Average
<b>WNV Positive Birds / Number Tested</b>	1 / 425	9 / 388	40
<b>WNV Positive Mosquito Samples / Number Tested</b>	41 / 6,665	3 / 6,150	40
<b>Human Cases</b>	0	0	0

Mosquito Research  
in the News

**Find the Repellent That is Right for You**

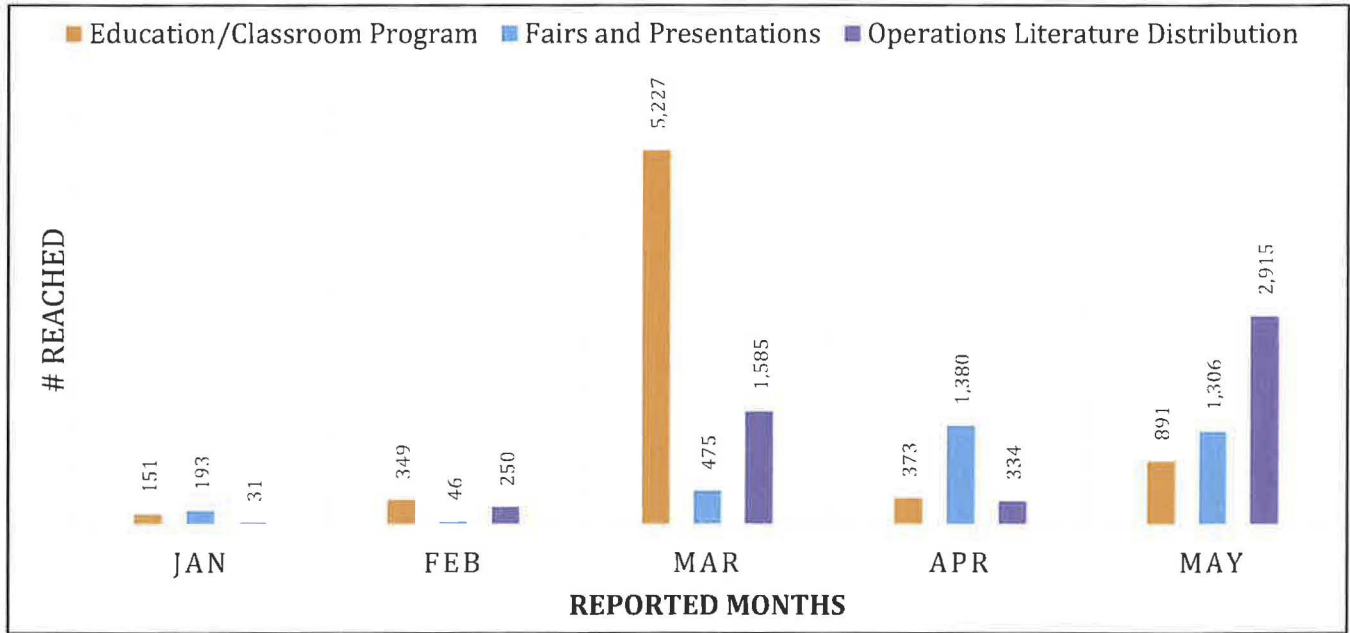
There are many repellents against mosquitoes available for consumers. The Centers for Disease Control and Prevention (CDC) recommend that people use repellents that are approved by the Environmental Protection Agency (EPA). The EPA has a website dedicated to provide more information about specific brands of repellents called **“Find the Repellent That is Right for You”**.

Recently, articles have been published that the essential oil, oil of lemon eucalyptus, is as effective as the repellent known as DEET. EPA approved repellents containing this essential oil work as well as DEET for the first two hours. After two hours, it is necessary to reapply the repellent containing oil of lemon eucalyptus to continue repelling mosquitoes. Creating home repellents using essential oils purchased over the counter is not recommended. Essential oils are highly concentrated extracts of plant chemicals and, if used at the wrong concentration can cause chemical burns, allergic reactions, and respiratory issues.

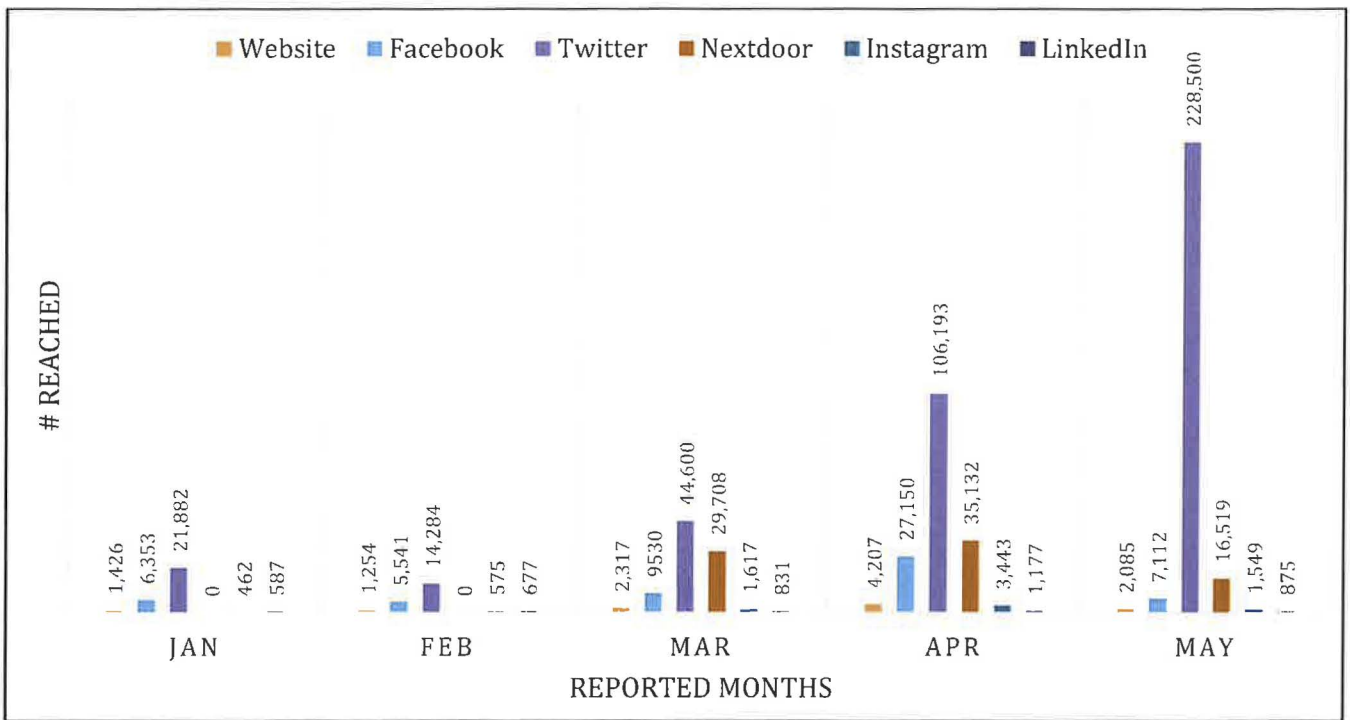
It is important to check if repellent is approved by the EPA to ensure that it is both safe for application to the skin and that it repels mosquitoes. EPA-registered products display an EPA Registration Number on the product label (for example, EPA Reg. No. 123456-1).

**Communications Department**  
 Disease Weeks 18-21 | April 28 – May 25

**Outreach Activities:**



**Digital Activities:**



### Media Activity/E-Blasts:

Date	Media Outlet/Activity	Headline
5/14	SinoVision	General mosquito safety interview
5/24	The South Pasadenan	South Pasadena Bites Back!   Mosquito Protection Workshop

### EcoHealth Program

1. Adding school district contacts, signatory, time-frame, and insurance coverage requirements for liability certificates now required of outside vendors by many school districts
2. Conducted citizen science Vector Inspector Program (VIP) and water analysis at San Jose Charter Academy

### General Outreach

1. Events
  - a. Signing up and preparing for multiple summer and fall events
2. Campaigns
  - a. National Mosquito Control Awareness Week
    - i. Preparing digital assets
    - ii. Working with the American Mosquito Control Association to promote the event
3. Advertising
  - a. Continue digital advertising on FB and Google platforms
  - b. SoCal News Group – Designing print and digital ads for June
  - c. NCM – Designing digital and on-screen ads

### Administrative

1. Design
  - a. Fiscal year 2019-20 budget cover
  - b. New mosquito booklet
2. Security
  - a. Complete security enhancement of a physical two-factor authorization key for Communications Specialist



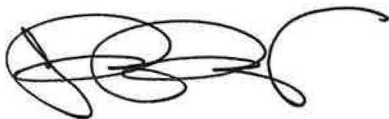
**June 14, 2019**

**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,  
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

**SUBJECT: June 1, 2019 District Working Fund Balance**

June 1, 2019 balance:	\$3,033,407.76
May 1- May 31, 2019 expenditures:	\$521,207.48
<b>June 1, 2019 Working Fund Balance:</b>	<b>\$2,512,200.28</b>

**Respectfully Submitted:**



**Jared Dever  
District Manager**

**Treasurer's Report-April 2019**  
**San Gabriel Valley Mosquito and Vector Control District**

The attached Treasurer's Report is for April 2019.

The Total of All Funds Balance is \$5,272,788.76

All investments that were made by the District comply with our current investment policy. The District can meet all expenditures for the next six months with funds from the revolving fund, Los Angeles County operating pool, and the LAIF.

I certify that the above statements and attached Treasurer's Report are true and accurate to the best of my knowledge.



\_\_\_\_\_

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District  
Treasurer's Report (based on Balance Sheet Detail Activity Report,  
Period 10, FY 2018-2019 received on May 1, 2019**

*Item 4G*

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Local Agency Investment Fund (LAIF)</b>	2.14%	\$1,374,474.55	interest	\$8,621.84	LAIF Statement (Apr 2019)	\$1,383,096.39

Maturity Date: Perpetual  
Interest rate as of Apr 2019

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Los Angeles County Pool</b>	1.84%	\$2,441,735.46	interest Trust Warrant #683 Sec 85% Adv 2018-19 Red Comm Est 2018-19	\$3,332.93 (\$260,242.56) \$1,221,898.05 (\$0.93)	ND 24 Per 10 ND 24 Per 10 ND 24 Per 10 ND 24 Per 10	\$3,406,722.95

Maturity Date: Perpetual  
Interest rate as of Apr 2019

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Revolving Fund</b>	\$200,000.00	Deb Activity-Apr 2019 Sweep Trust Warrant #683	(\$574,231.76) \$313,989.20 \$260,242.56	CB Statement April 2019	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
<b>Citizens Bank Sweep Account</b>	\$336,665.46	Deb Activity-Apr 2019 Deposit	(\$313,989.20) \$260,293.16	CB Statement April 2019	\$282,969.42

**Total Beginning Balance**

**\$4,352,875.47**

**Total End Balance**

**\$5,272,788.76**

# San Gabriel Valley Mosquito and Vector Control District District Manager's Report

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**Date:** June 14, 2019 **Item 5**

**Meeting of:** San Gabriel Valley Mosquito and Vector Control District Board of Trustees

**Subject** Consider Amendments to Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jared Dever

## Background

On April 23, 2019 the Personnel and Policy Committee met to conduct the annual review of contract employee, Jared Dever.

During the May 10, 2019 meeting of the Board of Trustees, recommendations from the Personnel and Policy Committee review of contract employee, Jared Dever were discussed in closed session. The attached amended Employment Agreement between the San Gabriel Valley Mosquito and Vector Control District and Employee, Jared Dever, reflect the outcome of the annual review process as determined by the Board of Trustees.

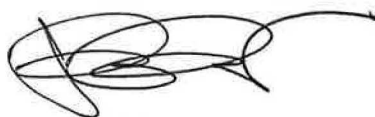
## Manager's Recommendation

Board President and Secretary Review Amendments to Employment Agreement and Approve Amendments as Recommended by Board of Trustees.

## Alternatives

Board President and Secretary Review Amendments to Employment Agreement and Do Not Approve Amendments as Recommended by Board of Trustees.

Respectfully submitted,



**Jared Dever**  
**District Manager**

# San Gabriel Valley Mosquito and Vector Control District District Manager's Report

---

**Date:** June 14, 2019 **Item 6**

**Meeting of:** San Gabriel Valley Mosquito and Vector Control District Board of Trustees

**Subject** Consider Candidate(s) for Professional Accounting Services to Conduct the District's Annual Audit as Recommended by the Finance Committee

**Reference:** Attached

## **Background**

In accordance with accounting principles and standards, the District released a request for proposal (RFP) for professional accounting services to conduct the District's annual audit. It has been two years since the last RFP for professional accounting services was released. At the conclusion of the RFP submission period, seven professional accounting firms had submitted RFP's for consideration.

The Board of Trustees Finance Committee met on April 8, 2019 to review the respondent proposals and select firms for in-person interviews. Finance Committee members chose three firms, Nigro & Nigro PC, Fedak and Brown LLP, and Harshwal & Company LLP, for in-person interviews on May 30, 2019.

Interviews with representatives from each of the three selected firms were conducted by the Finance Committee on May 30, 2019. After carefully weighing the strengths and weaknesses of each candidate, committee members selected Nigro & Nigro, PC to be recommended for the Board of Trustees consideration.

The quoted fees for auditing and reporting services from Nigro & Nigro, PC is \$11,975 annually. If approved, the term of engagement with the firm will be for two fiscal years; FY 2019/20 and FY 2020/21.

## **Manager's Recommendation**

Approve the recommendation from the Finance Committee to award the contract for professional accounting services to conduct the District's annual audit for FY 2019/20 and FY 2020/21 Nigro & Nigro, PC.

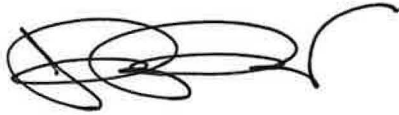
**Alternatives**

Deny the recommendation to award the contract for professional accounting services to conduct the District's annual audit for fiscal years 2019/20 and 2020/21 Nigro & Nigro, PC.

**Financial Impact**

Professional accounting service funds are listed in the FY2019/20 annual budget, account number 6000, in the amount of \$20,000. The quoted annual professional accounting service fees for the submitted proposal from Nigro & Nigro, PC of \$11,975 is well within the budget amount.

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'Jared Dever', with a stylized flourish at the end.

**Jared Dever  
District Manager**

**PROPOSAL FOR INDEPENDENT AUDIT SERVICES  
San Gabriel Mosquito & Vector Control District**

**For the Fiscal Years Ending  
June 30, 2019-2020  
(with option to renew)**

**NIGRO & NIGRO<sup>PC</sup>**

***Respectfully Submitted by:***

Paul J. Kaymark, CPA

Nigro & Nigro, PC

[pkaymark@nncpas.com](mailto:pkaymark@nncpas.com)

**Murrieta Office:** 25220 Hancock Ave. Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064  
**Oakland Office:** 333 Hegenberger Rd., Suite 388, Oakland, CA 94621 • P: (844) 557-3111 • F: (844) 557-3444

***Let's Work Together!***



*By applying our financial expertise,  
we partner with our clients to build  
valuable relationships that inspire success.*



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March 29, 2019

Jared Dever  
District Manager  
San Gabriel Mosquito & Vector Control District  
1145 N. Azusa Canyon Road  
West Covina, CA 91790

Dear Mr. Dever:

Thank you for the opportunity to submit this proposal to provide auditing services for the San Gabriel Mosquito & Vector Control District. Our understanding of the work to be done is: the annual audit of the District's financial statements for fiscal years ending June 30, 2019-2020, with an option to renew. Based on our history with special districts, I believe our firm would be a great fit, and we would develop a great working relationship. Our staff works hard to help ensure our audits are completed with the highest level of service and meet all deadlines.

Although many people think that all special districts function in the same manner, we know that's not the case. The audit leadership team we've assigned to your district, including myself, will take the time to learn the intricacies of your organization. We find that by delving deep into our client's structure and operations we are able to make recommendations that are not only useful, but also practical to implement.

At Nigro & Nigro, PC, our greatest strengths correspond to your most critical needs; we possess the full spectrum of resources needed to most effectively help the District's management team and Board members meet their goals – all at a very competitive rate. We believe we are your best choice.

- **Credibility, Reputation, and Resources of a Large Firm** without sacrificing the small-firm touch. Our CPAs and consultants can help you analyze and address financial, operational, and regulatory issues so you can focus attention on serving your citizens. We were originally formed in 1999, and now perform annual audits for approximately 60+ public agencies annually.
- **State-Wide Reach with Local Presence.** At Nigro & Nigro, we have the benefit of having the resources of a state-wide firm while serving you from our Murrieta office. We also have an office in Oakland for additional resources.
- **Efficiency.** Our use of portal software allows you to upload audit documentation at any time, which will minimize disruption to your staff and enable timely completion of all deliverables.
- **An Efficient and Effective Work Plan.** We currently serve over 60+ governmental entities state-wide, which enables our staff to understand the scope of the audit. We also understand the District's complexities, not just from a compliance standpoint but also from an operational point of view. We have developed an effective work plan that takes into consideration your needs for high quality audit services, as well as timely deliverables. As a result of our efficient work plan, we commit to meeting your deadlines to complete our auditing services within the time period you specify.

- **Thought Leadership.** Members of our firm have been actively involved as presenters in numerous industry conferences and programs, including the ACSA Professional Development Committee, CASBO, CSBA, CSDA, and CSMFO. We have incorporated our experience with these committees into our audit framework.
- **Engagement Team.** We know that quality people drive quality results, which is why our commitment to you starts with the engagement team members who are selected based on their experience, focus on serving local government agencies, and who are the best fit for you. Each of the District's engagement team members have completed and exceeded the mandatory requirement for continuing professional education hours as requested in the RFP. Paul Kaymark, Partner, will be the main contact for the District regarding this project.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** Nigro & Nigro is organized by industry, affording our clients with industry-specific expertise supplemented by valuable local service and insight. Therefore, the District will enjoy the service of members of our Governmental Audit Services Team who have experience with similar governmental entities and understand the issues and environment critical to you. You will not have to train our auditors.

You may have many options in selecting a professional audit firm. By choosing Nigro & Nigro, you will gain value-added accounting and operational insights. We are the right fit for the District, as we have the expertise and depth of resources within our firm to offer you exceptional service while maintaining a sincere and honest relationship. We understand the work, we are committed to meeting your deadlines, and we would like the opportunity to be your auditors. We also commit to meeting or exceeding your expectations.

Thank you once again for the opportunity to present our qualifications. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,



Paul J. Kaymark, CPA  
Audit Services Partner

## FIRM PROFILE

### Experience

Nigro & Nigro team members are highly trained in governmental accounting and auditing, which sets us apart as being able to add value beyond the basic attest engagement. We are comfortable working with clients of various sizes. Within the past five years, we have worked with numerous governmental clients with revenues ranging from \$200,000 to over \$300 million.

Prior to any audit engagement, our engagement team leader will meet with the Board, Audit Committee and Management to gain a full understanding of the philosophy, objectives and policies for operating the organization, as well as to discuss significant business, regulatory and accounting matters that will affect the audit. At the conclusion of the audit, we will communicate the results of the audit with the Board, Audit Committee and Management.

Areas of specialization include:

- Audit and Review Services
- Government Auditing Standards & Single Audits
- Annual Report of Financial Transactions
- Agreed Upon Procedures Engagements
- Comprehensive Annual Financial Report (CAFR) development

### Size and Location of Offices

The firm was originally established in 1999. In 2013, we opened our second office in Northern California in order to better serve our growing client base of school districts in the San Francisco Bay Area. The Firm now has five partners and a professional staff of 19 accountants and expects to add more in the coming years as we continue to grow. We are a full service firm, providing audit and review, tax, consulting, and accounting services to local government, non-profit organizations, charter schools, commercial businesses and homeowners' associations. The office serves clients of all sizes and industries, however, we focus on government agencies, just like yours.

*We are prepared to do what it takes to provide the extra level of service required to maintain a long-term business relationship.*



**MURRIETA OFFICE**



**OAKLAND OFFICE**

## FIRM PROFILE (CONTINUED)

### Size of Our Firm

Firm-wide, we have the following staffing for our governmental audit services:

Position	Number of Employees	Number of Licensed CPA's
<b>Partner*</b>	5	5
<b>Supervisor</b>	3	1
<b>Senior Associates</b>	7	-
<b>Support Staff</b>	3	-
<b>Total</b>	<b>21</b>	<b>6</b>

*\*Although the term "partner" is used throughout this proposal to avoid confusion, the firm is organized as a Professional Corporation, and the firm's owners are "shareholders."*

### Range of Activities Performed

- Audit services for more than 60+ governmental agencies
  - Includes special districts, JPA's, and school districts
- Financial and performance audits under Prop. 39 for school districts
- Consulting and other services for numerous other agencies and not-for-profits
- Tax services for individuals, corporations, and non-profit organizations

### License to Practice in California

The firm and its entire CPA staff hold licenses to practice in the State of California. The Firm's CPA's are all members in good standing with the California Society of CPA's and the AICPA. We will assign a California licensed CPA as the auditor in charge of the audit.

## FIRM QUALIFICATIONS

### Meet Your Audit Leadership Team

Listed on the following pages are the resumes of the management team that will be assigned to your audit. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

Name	Role	Years of Experience in Audits
<b>Paul J. Kaymark, CPA</b>	Lead Partner	24
<b>Peter Glenn, CPA</b>	Review Partner	11
<b>Faith Kondrit</b>	Audit Supervisor	3

# Paul J. Kaymark, CPA

## Lead Audit Partner

Paul recently joined the firm after more than 24 years of previous public accounting and auditing governmental entities experience. Paul is our choice for new governmental audit clients, having extensive experience in the areas of governmental entities. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

### Audit Services:

Mr. Kaymark has been working on audit engagements of governmental agencies, not-for-profit organizations, as well as for-profit corporations and companies. His previous experience includes audit and consulting work for large and small businesses with a focus on client service. Paul strives to build strong relationships with his clients by assisting them with any emerging issues and being available as a resource.

### Consulting Services:

Mr. Kaymark has experience in a variety of governmental issues, garnered from his auditing experience over the years. He regularly consults with clients in areas of:

### Special District Accounting:

- Internal controls
- Financial reporting
- Annual report of financial transactions

### Financial Reporting:

- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections
- Pension and OPEB accounting

### Some Agencies Served:

- Greater LA County Vector Control District
- Northwest Mosquito & Vector Control District
- West Valley Mosquito & Vector Control District
- San Mateo Mosquito & Vector Control District
- Coachella Valley Mosquito & Vector Control District



### Education:

Bachelor of Science, Business Administration, Accountancy  
California State University, Long Beach  
1994

### Licenses and Certifications:

- Certified Public Accountant, California
- GFOA Certificate for Excellence in Financial Reporting - Reviewer

### Professional Affiliations:

- Government Finance Officers Association (GFOA)
- California Society of Municipal Finance Officers (CSMFO)
- California Special District Association (CSDA)

### Continuing Education:

Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation including:

- Governmental and Nonprofit Annual Update
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Grant Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates



# Peter Glenn, CPA

## Review Partner

Peter joined the firm in 2011 after nearly three years of previous public accounting and auditing experience. Peter will work under the general direction of the partner. Peter is our choice for new governmental audit clients, having successfully worked on each of the Firm's clients since beginning with the Firm. His main responsibilities include assistance in the preliminary planning of audit work, review of assistants' work, and performing audit procedures in more complex audit areas.

### Audit Services:

Peter Glenn began his auditing career with Nigro & Nigro in 2011, participating in audits of special districts, LEAs, other governmental audits, and agreed-upon procedure engagements. Prior to joining the firm, he worked for three years at another public accounting firm, developing his auditing skills. He has previously been the in-charge accountant for some of the firm's largest clients.

### Consulting Services:

Mr. Glenn has experience in a variety of governmental accounting issues, derived from his auditing experience at the firm. He regularly consults with clients in areas of:

### Special District Accounting:

- Internal controls
- Financial reporting & GASB 34
- Annual report of financial transactions

### Financial Reporting:

- Uniform Guidance
- Performance Audits
- Year-end closing procedures
- Cash flows
- Budget development and projections
- Multi-Year projections

### Other Agencies Served:

- Riverside County Open Space and Park District
- Cahuilla Band of Indians
- Murrieta Valley Cemetery District



### Education:

Bachelor of Science, Business Administration, Accounting  
California State University,  
San Marcos, 2008, Magna Cum Laude

### Licenses and Certifications:

- Certified Public Accountant, California

### Continuing Education:

- CASBO Annual Conference
- SSC Finance & Management Conferences
- Government Accounting & Auditing Conference
- In-house training for audit staff (presenter)

# Faith Kondrit

## Audit Supervisor

Faith joined the firm in 2015 after interning with Nigro and Nigro, PC while still in college. She continues to hone her skills and expand her knowledge on the ever-changing world of accounting by staying up-to-date on new pronouncements and their effects. In 2018, she was promoted to the position of Audit Supervisor. Faith will work under the general direction of the partner and manager.

### Audit Services:

Faith began her auditing career with Nigro & Nigro in 2015, participating in audits of LEAs, other governmental audits and agreed-upon procedure engagements. She has successfully navigated her way to becoming one of the most knowledgeable members of our audit team, and has earned her the respect of clients and colleagues. Her friendly demeanor puts her clients at ease, but her customer-oriented approach to the audit is what her clients have come to appreciate the most.

### Consulting Services:

Ms. Kondrit has experience in a variety of governmental accounting issues, derived from his auditing and consulting experience at the Firm. She regularly consults with clients in areas of:

### Financial Reporting:

- Capital assets and depreciation schedules
- Agreed upon procedures
- Prop. 39 Bond Performance audits

### Governmental Agencies Recently Served:

- Elsinore Valley Cemetery District
- Lake Cuyamaca Recreation and Park District
- Antelope Valley Schools Transportation Agency



### Education:

Bachelor of Science, Accounting  
California Baptist University, 2015

### Professional Affiliations:

- American Institute of Certified Public Accountants (AICPA)

### Continuing Education:

- School District Conference
- CASBO Annual Conference
- In-house training for audit staff (presenter)



## FIRM QUALIFICATIONS (CONTINUED)

### Training & Resources

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with the *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of 60-80 hours each year, specifically in school districts and governmental auditing. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent peer review.

Library facilities are maintained which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our school district clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of the engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

- a. American Institute of CPA's Governmental Audit Quality Center
- b. California Society of CPAs
- c. Government Finance Officers Association (GFOA)
- d. California Special Districts Association (CSDA)
- e. Government Accounting Standards Board (GASB)
- f. Association of Certified Fraud Examiners (ACFE)



*We recognize that our most important product is prompt and effective service.*

Through our participation in these organizations and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues. Some of the professional education our audit team members have either presented at or attended in the last two years include:

- SSC Annual Finance and Management Conference
- SSC Governor's Budget Workshop
- CSDA Annual Conference
- CSMFO Conference
- GFOA Annual Conference
- Various other governmental workshops

We recognize that our most important product is prompt and effective service. We believe the District should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

## FIRM QUALIFICATIONS (CONTINUED)

### References

We currently conduct over 60+ government audits each year and have well rounded experience with local governmental agencies. We are excited for the opportunity to devote our attention to you and your specific needs. Below is a partial list of some similar governmental clients we have audited within the past three years.

**Organization Name:** Big Bear City Community Services District

**Contact Person:** Shari Strain,  
Finance Officer  
**Address:** 139 East Big Bear Boulevard  
Big Bear City, CA 92314  
**Phone:** (909) 584-4010  
**Project(s):** Financial Statement Audits

**Organization Name:** Big Bear Airport District

**Contact Person:** Diane Cartwright,  
Administration Manager  
**Address:** PO Box 755  
Big Bear City, CA 92314  
**Phone:** (909) 585-3219  
**Project(s):** Financial Statement Audits

**Organization Name:** Casitas Municipal Water District

**Contact Person:** Denise Collin, CFO  
**Address:** 1055 N. Ventura Ave.  
Oak View, CA 93022  
**Phone:** (805) 649-2251 x 103  
**Project(s):** Financial Statement Audits

**Organization Name:** El Toro Water District

**Contact Person:** Neely Shahbakhti,  
Director of Finance  
**Address:** 24251 Los Alisos Blvd.  
Lake Forest, CA 92630  
**Phone:** (949) 837-7050  
**Project(s):** Financial Statement Audits

**Organization Name:** Palmdale Water District

**Contact Person:** Dennis Hoffmeyer,  
Accounting Supervisor  
**Address:** 2029 East Avenue Q  
Palmdale, CA 93550  
**Phone:** (661) 456-1021  
**Project(s):** Financial Statement Audits

# APPROACH TO THE AUDIT

## Specific Audit Approach

We will audit the basic financial statements of the District for the year ended June 30, 2019, in accordance with the following standards:

- Auditing Standards Generally Accepted in the United States of America
- *Government Auditing Standards*, issued by the Comptroller General of the United States
- Minimum Audit Requirements and Reporting Guidelines for Special Districts

Our audit will be for the purpose of expressing an opinion on the basic financial statements, and will include such auditing procedures as considered necessary to accomplish this purpose. We will also provide an "in-relation-to" opinion on any other supplemental information and statistical schedules. We anticipate issuing the following reports:

- Independent Auditors' Report on the basic financial statements.
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.

In addition, we will provide the District with a management letter that will give written appraisals of its accounting and related systems. This letter will identify any control deficiencies, significant control deficiencies or material weaknesses that are identified during the audit. We will work with management before audit fieldwork and during the course of the audit to assess internal controls and review mitigating controls in place in an effort to reduce the control deficiencies, significant control deficiencies and material weaknesses that need to be reported to management in writing, assuming there are mitigating controls in place. The letter will also offer recommendations for the elimination of weaknesses that we identify, and we will suggest any methods we discover to help improve efficiency and effectiveness.

We will schedule an appearance with the Board and the Audit Committee that allows an opportunity for us to present the audit and management letter. This is an excellent time for the District to resolve any questions it has regarding our audit or management letter. As mentioned earlier, the value in hiring our Firm comes from not only the audit, but from our experience and the education, we can provide. We hope that as questions or concerns arise throughout the year, the District staff will contact us and draw on our knowledge and experience.

Non-significant deficiencies discovered during the audit process shall be reported in a separate letter to management, the Board and the Audit Committee, which shall be referred to in the report(s) on internal controls. This separate letter also informs the Board and the Audit Committee of the following:

- 1) The auditor's responsibility under auditing standards generally accepted in the United States of America.
- 2) Significant accounting policies.
- 3) Management judgments and accounting estimates.
- 4) Significant audit adjustments.
- 5) Other information in documents containing audited financial statements.
- 6) Disagreements with management.
- 7) Management consultation with other accountants.
- 8) Major issues discussed with management prior to retention.
- 9) Difficulties encountered in performing the audit.

All working papers and reports will be retained at the Firm's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the District of the need to extend the retention period.

## APPROACH TO THE AUDIT (CONTINUED)

### Segmentation of Engagement

#### ***STEP 1: Planning***

Our goal in preliminary fieldwork is to gain a thorough understanding of your internal controls, processes and procedures. Our goal is to accomplish as much interim fieldwork as possible so that our stay during final fieldwork is kept to a minimum. Our preliminary work focuses on planning and internal control documentation.

#### ***STEP 2: Interim Field Work***

##### **Internal Control Documentation**

Our internal control documentation usually occurs during interim fieldwork. Our documentation process will be as follows:

- 1) Gather or update documentation for significant processes defined in our preliminary fieldwork.
- 2) Perform a "walk-through" of these significant processes.
- 3) Ask "what can go wrong" questions.
- 4) Identify controls in place. This will include both preventative and detective controls.
- 5) Evaluate the design of internal controls.
- 6) Decide whether to test and rely on controls.
- 7) Summarize preliminary fieldwork and submit management letter of all areas of concern.

#### ***STEP 3: Final Fieldwork***

We assess risks, design procedures and obtain evidence to support financial statement amounts and disclosures during final fieldwork. Our Firm utilizes a methodology designed specifically for special districts. Our process emphasizes continuous communication with our staff.

##### **Assess Risks and Design Procedures**

As outlined in the risk based statements of audit standards (SAS 104 to 111), our Firm uses a risk-based approach to the audit. Our procedures to assess risks and design procedures are as follows:

- 1) Assess risk of material misstatement from errors or fraud based on internal controls combined with inherent risk of significant accounts.
- 2) Design procedures to test controls if considered necessary.
- 3) Design procedures to test details of account balances and classes of transactions based on risk.

##### **Interim and Year End Testing**

- 1) Perform tests of controls if considered necessary.
- 2) Perform tests of details of account balances and classes of transactions.
- 3) Evaluate quality and sufficiency of audit evidence.
- 4) Evaluate misstatements.

#### ***STEP 4: Audit Completion***

##### ***Preparation of Audit Report and Management Letter***

After reviewing the financial statements, notes and required supplementary schedules, we will agree the data to our working papers and provide a thorough review of all information by using written Firm standards and checklists. We will also review and incorporate any statistical data. This will verify appropriate presentation and disclosure. We will also at this time prepare our management letter that identifies financial trends and recommendations for improvement, reports required communications to the governing board, and discusses change in the environment in which the District operates.

## COST PROPOSAL

	<u>2018-2019</u>	<u>2019-2020</u>
Audit	\$ 11,700	\$ 11,700
SC Report	275	275
Total Max	<u>\$ 11,975</u>	<u>\$ 11,975</u>

## ADDITIONAL INFORMATION

### Testimonial

"Few people have the opportunity to work with someone who was a coach and a mentor-but I did when I worked with Paul. I had the pleasure working directly under Paul's supervision and I was particularly impressed by his ability to handle even the toughest clients – and effortlessly. That skill often takes years to develop, but it seemed to come perfectly natural to him. Paul was one of those rare partners who also naturally serve as an inspiring mentor for the whole staff and I was grateful to learn a lot from him."

*Deana Miller  
Accounting Manager  
PolyCera, Inc.*

### Fraud Hotline



Throughout the audit process, we will make available our fraud hotline reporting service at no additional charge over the period of the contract to ensure the District has an effective anti-fraud program.



**SAN GABRIEL VALLEY MOSQUITO  
AND VECTOR CONTROL DISTRICT  
MOSQUITO AND VECTOR CONTROL ASSESSMENT**

**ENGINEER'S REPORT**

FISCAL YEAR 2019-20

PURSUANT TO THE GOVERNMENT CODE , HEALTH AND SAFETY CODE AND  
ARTICLE XIIIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:  
**SCIConsultingGroup**  
4745 MANGELS BLVD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430-4300  
FAX 707.430-4319  
WWW.SCI-CG.COM

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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

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**BOARD OF TRUSTEES**

Alhambra — Stephan Sham  
Arcadia — Roger Chandler  
Azusa — Joe Rocha  
Baldwin Park — Cruz Baca  
Bradbury — Richard Barakat  
Claremont — Corey Calaycay  
Covina — Henry M. Morgan  
Duarte — Margaret Finlay  
El Monte — Jerry Velasco  
Glendora — Charles Myers  
Industry — Catherine Marcucci  
Irwindale — Manuel R Garcia  
La Puente — Dan Holloway  
La Verne — Elyse Rasmussen  
Monrovia — Becky Shevlin  
Monterey Park — Joseph Leon  
Pomona — Tim Sandoval  
Pasadena — Rachel Janbek  
Rosemead — Sandra Armenta  
San Dimas — Emmett Badar  
San Gabriel — Juli Costanzo  
Sierra Madre — John Capoccia  
South Pasadena — Marina Khubesrian, M.D.  
Temple City — Cynthia Sternquist  
Walnut — Dr. Allen Wu  
West Covina — Mike Spence  
County of Los Angeles — Harold Bissner

**DISTRICT MANAGER**

Jared Dever

**ENGINEER OF WORK**

SCI Consulting Group



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## INTRODUCTION

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The San Gabriel Valley Mosquito and Vector Control District (the "District") is a public health agency dedicated to providing vector control, disease surveillance and disease prevention services (the "Services") in the northeastern area of Los Angeles County. The District is an independent special district formed in 1989 that currently serves whole or portions of the cities of Alhambra, Arcadia, Azusa, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, Temple City, Walnut, West Covina, and the County of Los Angeles.

In 1996 with resolution 96-03, the District adopted a mosquito and vector control assessment (the "Assessment") for fiscal year 1996-97 and every year thereafter for the purpose of funding vector surveillance and control activities and projects within the District (the "Assessment Area"). In 2017, the Cities of Baldwin Park, South Pasadena, and Pasadena were annexed into the District.

The Assessment is an annual assessment imposed for vector control services in effect prior to the effective date for Proposition 218 and, therefore, is not fully subject to the procedures and approval process established for new vector assessments by Proposition 218.

This Engineer's Report (the "Report") was prepared to:

- Describe the Services that will be funded by the assessments
- Establish a budget for the Services that will be funded by the assessments
- Reiterate the benefits received from the Services by property within the Mosquito and Vector Control District (the "Assessment District") and
- Reiterate the method of assessment apportionment to lots and parcels within the Assessment District.

As used within this Report, the following terms are defined:

*"Vector" means any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, flies, mites, ticks, other arthropods, and small mammals and other vertebrates (Health and Safety Code Section 2002(k)).*

*"Vector Control" shall mean any system of public improvements or services that is intended to provide for the surveillance, prevention, abatement, and control of vectors as defined in subdivision (k) of Section 2002 of the Health and Safety Code and a pest as defined in Section 5006 of the Food and Agricultural Code (Government Code Section 53750(l)).*

The District operates under the authority of the Mosquito Abatement and Vector Control District Law of the State of California. Following are excerpts from the Mosquito Abatement and Vector Control District Law of 2002, codified in the Health and Safety Code, Section 2000, et seq. which serve to summarize the State Legislature's findings and intent with regard to mosquito abatement and other vector control services:

*2001. (a) The Legislature finds and declares all of the following:*

*(1) California's climate and topography support a wide diversity of biological organisms.*

*(2) Most of these organisms are beneficial, but some are vectors of human disease pathogens or directly cause other human diseases such as hypersensitivity, envenomization, and secondary infections.*

*(3) Some of these diseases, such as mosquitoborne viral encephalitis, can be fatal, especially in children and older individuals.*

*(4) California's connections to the wider national and international economies increase the transport of vectors and pathogens.*

*(5) Invasions of the United States by vectors such as the Asian tiger mosquito and by pathogens such as the West Nile virus underscore the vulnerability of humans to uncontrolled vectors and pathogens.*

*(b) The Legislature further finds and declares:*

*(1) Individual protection against the vectorborne diseases is only partially effective.*

*(2) Adequate protection of human health against vectorborne diseases is best achieved by organized public programs.*

*(3) The protection of Californians and their communities against the discomforts and economic effects of vectorborne diseases is an essential public service that is vital to public health, safety, and welfare.*

*(4) Since 1915, mosquito abatement and vector control districts have protected Californians and their communities against the threats of vectorborne diseases.*

*(c) In enacting this chapter, it is the intent of the Legislature to create and continue a broad statutory authority for a class of special districts with the power to conduct effective programs for the surveillance, prevention, abatement, and control of mosquitoes and other vectors.*

*(d) It is also the intent of the Legislature that mosquito abatement and vector control districts cooperate with other public agencies to protect the public health, safety, and welfare. Further, the Legislature encourages local communities and local officials to adapt the powers and procedures provided by this chapter to meet the diversity of their own local circumstances and responsibilities.*

Further the Health and Safety Code, Section 2082 specifically authorizes the creation of benefit assessments for vector control, as follows:

*(a) A district may levy special benefit assessments consistent with the requirements of Article XIID of the California Constitution to finance vector control projects and programs.*

This Engineer's Report ("Report") incorporates and is intended to be consistent with the benefit determinations, assessment apportionment methodology and other provisions established by Resolution 96-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 96-03 and other supporting reports and documents for further details.

### **PROPOSITION 218**

This Assessment was formed prior to the passage of Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIIC and XIID of the California Constitution; and therefore, this assessment is not fully subject to its requirements. Nevertheless, a brief discussion of Proposition 218 is provided to indicate that this proposition effectively strengthens the special benefit justification for this assessment.

Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property. When Proposition 218 was initially approved in 1996, it allowed for certain types of assessments to be "grandfathered" in, and these were exempted from the property-owner balloting requirement.

*Beginning July 1, 1997, all existing, new, or increased assessments shall comply with this article. Notwithstanding the foregoing, the following assessments existing on the effective date of this article shall be exempt from the procedures and approval process set forth in Section 4:*

*(a) Any assessment imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Vector control was specifically "grandfathered in," underscoring the fact that the drafters of Proposition 218 and the voters who approved it were satisfied that funding for vector control is an appropriate use of benefit assessments, and therefore confers special benefit to property.

## **GENERAL DESCRIPTION OF SERVICES**

---

The District's purpose and mission is to protect the public health, safety and welfare by providing vector education and control services to property and citizens of Los Angeles County. The services (the "Services") to be funded by the assessments are for the following purposes within the Assessment Area:

- to fund vector control operations;
- to protect the community from known vectors and vector-borne diseases;
- to fund vector surveillance and disease control programs;
- to fund related capital improvement and operational services; and
- to fund administrative costs related to the Services or the assessments.

## ESTIMATE OF COSTS AND BUDGET – FISCAL YEAR 2019-20

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FIGURE 1 – PROPOSED DISTRICT BUDGET FOR FISCAL YEAR 2019-20

<b>SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT</b>		
<b>Mosquito and Vector Control Assessment District</b>		
Estimate of Cost Fiscal Year 2019-20		
	<b>Total</b>	<b>Budget</b>
Vector Control Services and Related Expenditures	\$1,967,738	
Salaries & Benefits	\$1,858,231	
Maintenance and Operations	\$1,350,950	
Capital Outlay	\$187,000	
Funds from Reserve	\$0	
<b>Total Services and Operation</b>	<b>\$5,363,919</b>	
Revenue from Other Sources	\$67,500	
<b>Net Amount To Be Assessed</b>	<b>\$5,296,419</b>	
	<b>Parcels</b>	<b>Total Assessment</b>
	381,748	\$5,296,419



## **METHOD OF ASSESSMENT**

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The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties over and above general benefits conferred on real property or to the public at large.

### **BENEFIT FACTORS**

In order to allocate the proposed assessments, the Engineer of Work begins by identifying the types of special benefit arising from the aforementioned Services and that would be provided to property in the Assessment Area. These types of special benefit are as follows:

- Increased safety, welfare and protection of health on properties.
- Reduced mosquito and vector populations on property and as a result, enhanced desirability, utility, usability and functionality of property in the Assessment Area
- Reductions in the risk of new diseases and infections on property in the Assessment Area
- Increased public awareness and understanding of how to protect themselves, their property, and pets and livestock from diseases carried by insects and small mammals on properties.
- Protection of economic activity on property in the Assessment Area
- Protection of agriculture, tourism, and business industries
- Reduced risk of nuisance and liability on property in the Assessment Area

The above benefit factors, when applied to property within the areas of the San Gabriel Valley Mosquito and Vector Control District that receive Service funded by the Assessments, confer special benefits to property and create specific enhancement of property values because properties are more valuable in areas with improved public health, welfare, safety, and quality of life and environment.

### **METHOD OF ASSESSMENT**

The methodology for spreading the benefit assessment portion of the cost of providing vector surveillance and control services to each lot or parcel is based on the type of use of each property. To establish the special benefit to the individual parcels within the District a Benefit Unit (BU) system is utilized. Each parcel of land is assigned Benefit Units in proportion to the estimated benefit the parcel receives from vector control Services funded by the Assessments relative to the other types of parcels within the District and based on the parcel's land use. The Benefit Unit assignment is provided in the following table:

FIGURE 2 – BENEFIT UNIT ASSIGNMENT

<u>Land Use</u>	<u>Assessment Rate per Parcel</u>
Residential/ No Use Codes	Base of \$8.75 per parcel + \$5.09 for each 1-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 1 acre or less, plus \$5.09 per additional 1 acre.)
Commercial	Base of \$8.75 per parcel + \$5.09 for each 20-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 20 acres or less, plus \$5.09 per additional 20 acres.)
Agricultural	Base of \$8.75 per parcel + \$5.09 for each 5-acre size increment per parcel.* (i.e. \$8.75 per parcel for parcels of 5 acres or less, plus \$5.09 per additional 5 acres.)

\* Maximum rate not to exceed \$20.00 per parcel

The Benefit Unit totals by property type are summarized in the following table:

FIGURE 3 – BENEFIT UNIT BY PROPERTY TYPE

<u>Land Use Category</u>		<u>Parcels</u>	<u>Acres</u>	<u>Units</u>
Group 1				
Residential & No Use Code	< or = to 1 A	353,655	78,242	353,655
Agricultural	< or = to 5 Acres	457	329	457
Commercial	< or = 20 Acres	23,615	20,677	23,615
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,402	6,032	6,032
Agricultural	> 5 Acres but < 25 Acres	34	363	73
Commercial	> 20 Acres but < 100 Acres	112	3,877	194
Group 3				
Residential & No Use Code	> 5 A	454	8,493	2,270
Agricultural	> 25 Acres	10	712	50
Commercial	> 100 Acres	9	1,577	45

**DURATION OF ASSESSMENT**

The duration of the Assessment, pursuant to Resolution 96-03, is for fiscal year 1996-97 and every fiscal thereafter, so long as mosquitoes and vectors remain in existence and the District requires funding for vector surveillance and control activities and projects within the District.

**APPEALS AND INTERPRETATION**

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with District Manager of the San Gabriel Valley Mosquito and Vector Control District or his or her designee. Any such appeal is limited to correction of an assessment during the then current Fiscal Year or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Manager or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County of Los Angeles for collection, the District Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the District Manager, or his or her designee, shall be referred to the Board of Trustees. The decision of the District Board of Trustees shall be final.

**ASSESSMENT**

---

**WHEREAS**, the San Gabriel Valley Mosquito and Vector Control District directed the undersigned Engineer of Work to prepare and file a report for the Assessments for fiscal year 2019-20;

**NOW, THEREFORE**, the undersigned in accordance with the provisions of Article XIID of the California Constitution, the Government Code and the Health and Safety Code and the order of the Board of Trustees, hereby make the following determination of an assessment to cover the portion of the estimated cost of said Services, and the costs and expenses incidental thereto to be paid by the San Gabriel Valley Mosquito and Vector Control District.

The total estimated expenditures for vector surveillance and control services to be funded by revenue from the Assessment for FY 2019-20 are \$5,296,419.

The boundaries of the District are contiguous with the boundaries of the District, as defined by the State Board of Equalization. The lines and dimensions of each lot or parcel with the District are shown on the maps of the Assessor of the County of Los Angeles and are incorporated herein by reference.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the Assessment for the fiscal year 2019-20 for each parcel or lot of land within the said District in accordance to the method of assessment apportionment established in 1996 pursuant to Resolution 96-03.

The total Assessments and Assessment rates for fiscal year 2019-20 are as follows:

**FIGURE 4 – ASSIGNED BENEFIT UNITS**

<b>Land Use</b>	<b>Number of Parcels</b>	<b>Total Assessment</b>	<b>% of Total Assessment</b>
Residential	357,093	\$4,954,572.80	93.55%
Commercial	23,736	\$328,868.37	6.21%
Agricultural	501	\$7,122.22	0.13%
No Use Code	418	\$5,855.93	0.11%
<b>Total</b>	<b>381,748</b>	<b>\$5,296,419.32</b>	<b>100.00%</b>
Assessment Rate per Base Unit		\$8.75	
Assessment Rate per Acreage Unit		\$5.09	

Dated: April XX, 2019

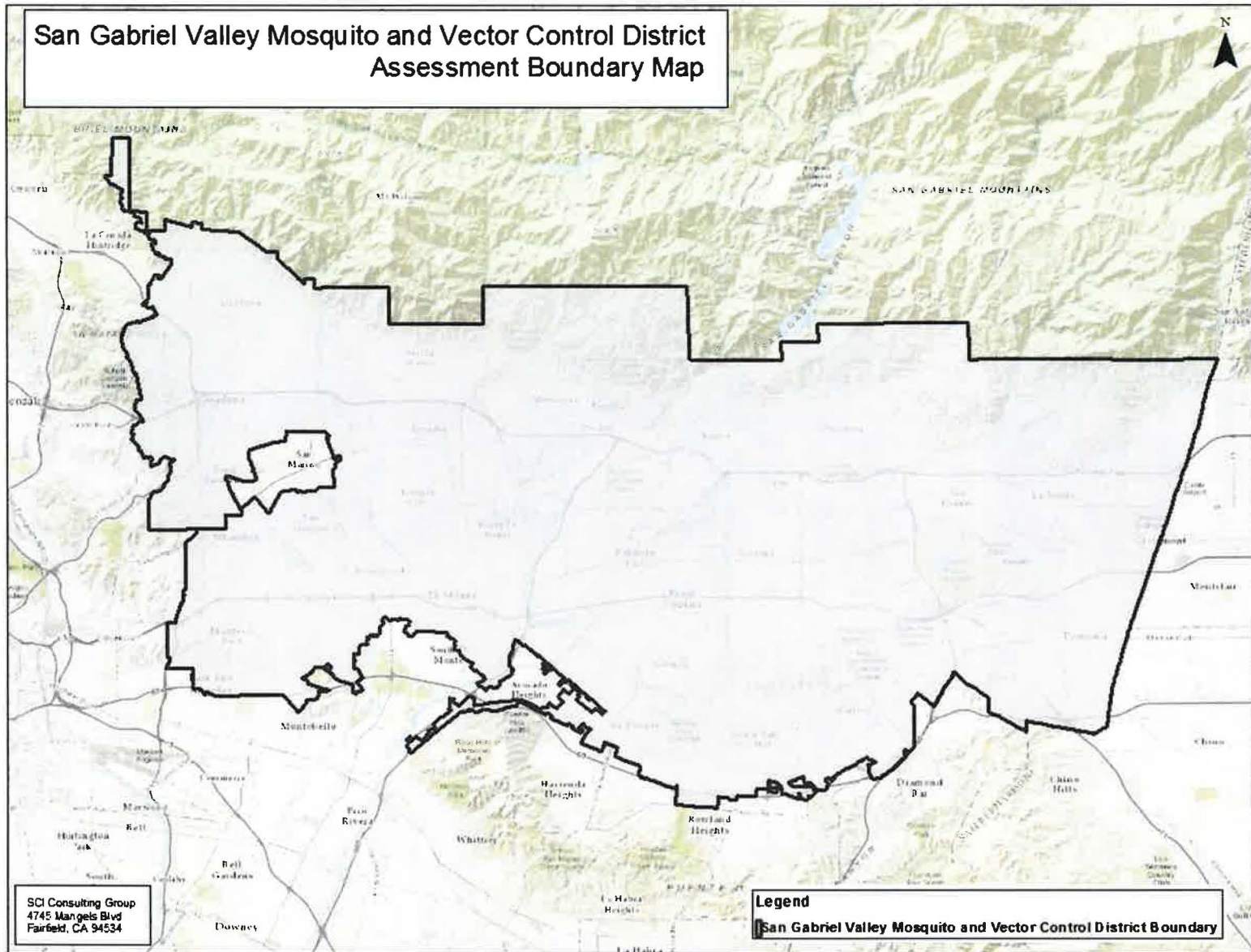
Engineer of Work

By \_\_\_\_\_  
John W. Bliss, License No. C052091

## **ASSESSMENT DIAGRAM**

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The Assessment Area includes all properties within the boundaries of San Gabriel Valley Mosquito and Vector Control District and is displayed on the following Assessment Diagram.



## **ASSESSMENT ROLL**

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Reference is hereby made to the Assessment Roll in and for the assessment proceedings on file in the office of the San Gabriel Valley Mosquito and Vector Control District, as the Assessment Roll is too voluminous to be bound with this Report.



# San Gabriel Valley Mosquito and Vector Control District District Manager's Report

---

**Date:** June 14, 2019 Item 8

**Meeting of:** San Gabriel Valley Mosquito and Vector Control District Board of Trustees

**Subject:** Consider Approval of Resolution 2019-01 to Order Collection of Special Benefit Property Taxes, Inclusive of FY 2019/20 Budget

**Reference:** Attached

## Background

It is my pleasure to present the Fiscal Year (FY) 2019/20 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

In fiscal years 2017/18 and 2018/19, district personnel worked diligently to lower operating expenses while improving overall efficiency of our administrative management, abatement, education and outreach, surveillance, and intergovernmental relations. These efforts, combined with the additional revenues gathered at the completion of the annexation process for the cities of Baldwin Park, South Pasadena, and Pasadena allowed the district to maintain the benefit assessment rate over a period of three fiscal years. During these years, the district also received CDC ELC grant funds that supported additional personnel, surveillance and abatement equipment, and outreach materials. The federal grant allocations are not available for FY 2019/20.

In order to continue the current positive trajectory, lower the threat of native and invasive vectors and vector-borne disease, appropriately fund reserves, and address significant facility infrastructure needs; additional revenues will be necessary in FY 2019/20.

An increase to our annual special benefit assessment of \$1.86 per single family equivalent is proposed in this budget. The FY 2019/20 projected total revenue is \$5,363,919 with projected expenditures of \$5,331,379. FY 2018/19 is expected to conclude with a savings of approximately \$373,730. These surplus monies are a result of several full-time employee extended leaves of absence, and are not indicative of savings gained in the course of standard operations. The savings are proposed to be distributed to our underfunded designated reserve funds. This budget also reflects a 2.5% cost of living adjustment for all staff members. The CPI-U for urban wage earners over the past year (February 2018 to February 2019) was 2.5%. Historically low unemployment rates, rising inflation and interest rates, and competitive housing markets contribute to this moderate rise in the cost of living for the greater Los Angeles area.

The following describes any significant changes to personnel and equipment, capital outlay projects, and transfers to and from District reserves.

### Personnel:

- Expansion of the in-class youth education program, Eco Health, with the addition of one full-time Education Specialist position.
- Improve the breadth of the public education and outreach program with the addition of one full-time Outreach Assistant position.
- Support the new out-of-service swimming pool resolution program with a dedicated limited term full-time Virtual Specialist position.
- Continue to improve human resource standards and practices, and financial oversight by creating one Human Resources and Finance Specialist full-time position.

### Capital Outlay and Reserves:

- All proposed capital outlay projects are supported by normal annual revenue. No monies have been designated from district reserves to fund their acquisition. The proposed budget allocates the following monies to capital outlay projects:
  - \$80,000 for server replacement/virtualization and security camera array installation.
  - \$35,000 for new computers and office equipment for new personnel.
  - \$100,000 for the purchase and modification of two specialty flood channel inspection and treatment vehicles.
  - \$38,000 for a dedicated mobile outreach and education vehicle.
  - \$14,000 for expanded mosquito surveillance materials.

The long overdue addition of personnel and materials supported by the FY 2019/20 budget will significantly aid our ongoing efforts to suppress West Nile virus, slow the expansion of invasive *Aedes* mosquitoes, deeply engage and educate our constituency, and adequately prepare for future threats to public health in the San Gabriel Valley.

### Manager's Recommendation

Approve the proposed budget for Fiscal Year 2019-2020.

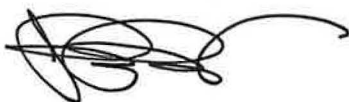
### Alternatives

Amend the proposed budget according to the Board's direction.

### Financial Impact

An increase to the Districts' annual special benefit assessment of \$1.86 per single family equivalent is proposed in this budget. The FY 2019/20 projected total revenue is \$5,363,919 with projected expenditures of \$5,331,379.

**Respectfully submitted,**



**Jared Dever  
District Manager**

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**RESOLUTION 2019-01**

**A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES DETERMINING AND ORDERING THE RATE OF THE ASSESSMENT FOR FISCAL YEAR 2019-20 IN CONNECTION WITH THE CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS OF COMMON BENEFIT TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**WHEREAS**, the SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT (the "District") is an independent special district formed and governed pursuant to California Health and Safety Code Sections 2000 *et seq.*; and

**WHEREAS**, the District's jurisdiction and service area encompasses the whole or portions of the cities of Alhambra, Arcadia, Azusa, Baldwin Park, Bradbury, Claremont, Covina, Duarte, El Monte, Glendora, Industry, Irwindale, La Puente, La Verne, Monterey Park, Monrovia, Pasadena, Pomona, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, Walnut, West Covina, and the County of Los Angeles; and

**WHEREAS**, the District is governed by a Board of Trustees (the "District Board") representing the respective cities and the County of Los Angeles; and

**WHEREAS**, the District is duly authorized to take all necessary or proper action to control mosquitoes, bees, black flies, midges, rats, and other vectors within the District boundaries or in territory not in the District but so situated that mosquitoes, bees, black flies, midges, rats, and other vectors may disperse into the District including conducting surveillance and control projects for any part of the District or for the common benefit of the District as a whole; and

**WHEREAS**, "vector" as used in this resolution is defined in Section 2002(k) of the California Health and Safety Code; and

**WHEREAS**, "vector surveillance and control" as used in this resolution includes surveillance of vectors, including but not limited to, mosquitoes, black flies, midges, rats, and other vectors; surveillance of diseases transmitted by vectors; control of vectors through source reduction, biological control, pesticide application, and public education, and other necessary or proper steps for vector surveillance and control; and

**WHEREAS**, mosquitoes, flies, rats, and other vectors can transmit diseases which affect humans and animals, including but not limited to malaria, arthropod-borne encephalitis of human and horses, heartworm of dogs, plague, and hantaviral pulmonary syndrome. The bite of mosquitoes and black flies can cause allergic reactions to some people and animals; and

**WHEREAS**, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

**WHEREAS**, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

**WHEREAS**, on June 14, 1996, the District Board approved and adopted Resolution No. 96-04, A Resolution of the San Gabriel Valley Mosquito and Vector Control District Board of Trustees Ordering Vector Surveillance and Control Projects of Common Benefit to the San Gabriel Valley Mosquito and Vector Control District and Adopting an Assessment in Connection Therewith Commencing in Fiscal Year 1996-97, which levied an assessment for Fiscal Year and subsequent fiscal years in amounts not to exceed twenty dollars (\$20) per parcel per year, as described in the District Report prepared in connection with the fiscal year 1996-97 assessment, as determined by the District Board after conducting the necessary studies; and

**WHEREAS**, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2019-20 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2019-20, the amount of the assessment based on land use and size proposed for Fiscal Year 2019-20, the types of property to be assessed, and other related information;

**WHEREAS**, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

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

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2019-20 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2019-20, as set forth with specificity in the Fiscal Year 2019-20 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.

3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing, Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

**APPROVED AND ADOPTED** this 14th day of June 2019, by the following vote.

AYES :

NOES:

ABSENT:

ABSTAIN:

---

Corey Calaycay  
President, Board of Trustees

ATTEST:

---

Henry M. Morgan  
Secretary of the Board of Trustees

# Annual Budget

## Fiscal Year 2019 - 2020



Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley

(626) 814-9466

1145 N. Azusa Canyon Road, West Covina, CA 91790

[www.SGVmosquito.org](http://www.SGVmosquito.org)

# SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT



FISCAL YEAR 2019 – 2020 BUDGET

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# SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

1145 N. Azusa Canyon Road  
West Covina, California 91790  
Phone (626) 814-9466 • Fax (626) 337-5686  
E-mail: District@sgvmosquito.org

Cities of:

*Alhambra*

May 10, 2019

*Arcadia*

*Azusa*

To: Corey Calaycay, President, Board of Trustees  
Margaret Finley, Chair, Finance Committee  
Members of the SGVMVCD Board of Trustees

*Baldwin Park*

*Bradbury*

*Claremont*

Re: Fiscal Year 2019/20 Budget

*Covina*

*Duarte*

It is my pleasure to present the Fiscal Year (FY) 2019/20 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

*El Monte*

*Glendora*

In fiscal years 2017/18 and 2018/19, district personnel worked diligently to lower operating expenses while improving overall efficiency of our administrative management, abatement, education and outreach, surveillance, and intergovernmental relations. These efforts, combined with the additional revenues gathered at the completion of the annexation process for the cities of Baldwin Park, South Pasadena, and Pasadena allowed the district to maintain the benefit assessment rate over a period of three fiscal years. During these years, the district also received CDC ELC grant funds that supported additional personnel, surveillance and abatement equipment, and outreach materials. The federal grant allocations are not available for FY 2019/20.

*Industry*

*Irwindale*

*La Puente*

*La Verne*

*Monrovia*

*Monterey Park*

*Pasadena*

In order to continue the current positive trajectory, lower the threat of native and invasive vectors and vector-borne disease, appropriately fund reserves, and address significant facility infrastructure needs; additional revenues will be necessary in FY 2019/20.

*Pomona*

*Rosemead*

*San Dimas*

An increase to our annual special benefit assessment of \$1.86 (15.53%) per single family equivalent is proposed in this budget. The FY 2019/20 projected total revenue is \$5,363,919 with projected expenditures of \$5,331,379. FY 2018/19 is expected to conclude with a savings of approximately \$373,730. These surplus monies are a result of several full-time employee extended leaves of absence, and are not indicative of savings gained in the course of standard operations. The savings are proposed to be distributed to our underfunded designated reserve funds. This budget also reflects a 2.5% cost of living adjustment for all staff members. The CPI-U for urban wage earners over the past year (February 2018 to February 2019) was 2.5%. Historically low unemployment rates, rising inflation and interest rates, and competitive housing

*San Gabriel*

*Sierra Madre*

*South Pasadena*

*Temple City*

*Walnut*

*West Covina*

*County of  
Los Angeles*



markets contribute to this moderate rise in the cost of living for the greater Los Angeles area.

The following describes any significant changes to personnel and equipment, capital outlay projects, and transfers to and from District reserves.

**Personnel:**

- Expansion of the in-class youth education program, Eco Health, with the addition of one full-time Education Specialist position.
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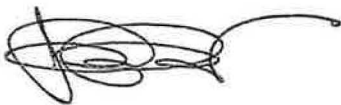
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I respectfully submit the FY 2019/20 Annual Budget for your review and consideration.

Respectfully,



Jared Dever  
District Manager

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**RESOLUTION 2019-01**

**A RESOLUTION OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES DETERMINING AND ORDERING THE RATE OF THE ASSESSMENT FOR FISCAL YEAR 2019-20 IN CONNECTION WITH THE CONTINUATION OF THE VECTOR SURVEILLANCE AND CONTROL PROJECTS OF COMMON BENEFIT TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

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**WHEREAS**, vector surveillance and control is necessary on a continuous, routine, and District-wide basis for the common benefit of the District as a whole to promote the habitability of the property by protecting public health and welfare, and enhancing economic development, recreational use and enjoyment of properties and the environment within the District; and

**WHEREAS**, California Health and Safety Code Sections 2082-84 authorize the District to impose an assessment for vector surveillance and control projects which are of common benefit to the areas or zones within its jurisdiction; and

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**WHEREAS**, the District Board has caused studies to be conducted, and a report has been filed (the "Fiscal year 2019-20 Budget and Assessment Report") in the District's Office located at 1145A North Azusa Canyon Road, California, containing data indicating the need for the proposed assessment for Fiscal Year 2019-20, the amount of the assessment based on land use and size proposed for Fiscal Year 2019-20, the types of property to be assessed, and other related information;

**WHEREAS**, the assessment is for the purpose of meeting operating expenses, including employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, and meeting financial reserve needs and requirements, and assessments for this purpose are exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8)(A)(B)(C).

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

1. The above recitals are all true and correct.
2. The District Board, having conducted necessary studies and duly noticed public hearings, and based upon its review of the Fiscal Year 2019-20 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2019-20, as set forth with specificity in the Fiscal Year 2019-20 Budget and Assessment Report, are necessary to finance and execute vector surveillance and control projects of common benefit to the District as a whole.

3. It is hereby declared that the assessment is exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) based upon the specific finding recited herein.
4. The District Board does hereby request that the assessment be collected by the Los Angeles County Tax Collector in the same manner as ad valorem taxes. The Los Angeles County Department of Assessor, Auditor-Controller, Data Processing, Systems Division, and Tax Collector are hereby authorized to take appropriate steps to place the assessment on all parcels in the District as herein described, to collect said assessment on behalf of the District, and to deduct the county's reasonable costs incurred for its collection service.

**APPROVED AND ADOPTED** this 14th day of June 2019, by the following vote.

AYES :

NOES:

ABSENT:

ABSTAIN:

---

Corey Calaycay  
President, Board of Trustees

ATTEST:

---

Henry M. Morgan  
Secretary of the Board of Trustees

**San Gabriel Valley Mosquito and Vector Control District  
Assessment FY 2019-2020**

For Fiscal Year 2019-20 the budget is \$ 5,267,905  
To account for delinquent payments \$ 5,312,905 will be billed.

Parcels in the District are divided into three land use categories.

Indirect costs are distributed evenly among the parcels, and include all expenditures not related to actual inspection and control.

Direct costs are based on the size and land use category of each parcel, and include expenditures related to inspection and control.

The resources used to inspect and treat the parcels in each Group below are equivalent.

Land Use Category		Parcels	Acres	Units
<b>Group 1</b>				
Residential & No Use Code	< or = to 1 A	353,694	78,250	353,694
Agricultural	< or = to 5 Acres	473	337	473
Commercial	< or = 20 Acres	23,639	20,685	23,639
<b>Group 2</b>				
Residential & No Use Code	> 1 A but < 5 A	3,405	6,041	6,041
Agricultural	> 5 Acres but < 25 Acres	35	386	77
Commercial	> 20 Acres but < 100 Acres	112	3,877	194
<b>Group 3</b>				
Residential & No Use Code	> 5 A	456	8,554	2,280
Agricultural	> 25 Acres	10	712	50
Commercial	> 100 Acres	9	1,577	45
<b>Total</b>		<b>381,833</b>	<b>120,420</b>	<b>386,493</b>

**For Direct Costs:**

One Unit is the designation for the time and labor needed to inspect and treat a site in a given land use category.

Parcels in Group 1 are assessed at one unit.  
Parcels in Group 2 are assessed up to a maximum of five units.  
Parcels in Group 3 are assessed at the maximum of five units.

The indirect costs associated with operating the District comprise 62.65% of the total budget.  
The indirect costs budgeted for FY 2018-19 are \$ 3,328,360.00  
The indirect cost to each parcel in the District is \$ 8.75

The direct costs associated with operating the District comprise 37.35% of the total budget.  
The direct costs budgeted for FY 2018-19 are \$ 1,984,545.00  
The direct cost to each unit in the District is \$ 5.09

The benefit assessment for each parcel in the District for Fiscal Year 2019-20 will range from:

\$13.84 to \$20.00

97% of the parcels in the District will be assessed at the minimum rate.

**San Gabriel Valley Mosquito and Vector Control District  
Appropriations Limits Maximum**

This worksheet contains a **theoretical** assessment based on current data and guidelines. It is presented pursuant to the requirements of California Health and Safety Code Section 2072, Article XIII B Section 9 of the California Constitution, and Division 9 Section 7900 of the California Government Code.

<b>Revenue Required from Assessment</b>	<b>Average Percent Collected</b>	<b>Total Amount of Assessment to be Billed</b>
\$6,317,674	99.0%	\$6,380,851

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Acres</b>	<b>Total Units</b>
Residential & No Use Code Parcels ≤ 1 A	351,230	77,822	355,461
Agricultural Parcels ≤ 5 A	448	359	448
Commercial Parcels ≤ 20 A	23,568	20,795	23,568
Residential & No Use Code Parcels > 1 A but ≤ 5 A	4,762	8,405	8,405
Agricultural Parcels > 5 A but ≤ 25 A	33	354	71
Commercial Parcels > 20 A but ≤ 100 A	111	3,852	193
Residential & No Use Code Parcels > 5 A	458	8,595	2,290
Agricultural Parcels > 25 A	10	712	50
Commercial Parcels > 100 A	9	1,577	45
<b>Total</b>	<b>380,629</b>	<b>122,471</b>	<b>390,531</b>

**INDIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Indirect Cost</b>	<b>Actual Indirect Cost</b>	<b>Number of Parcels</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,380,851	68.7%	\$4,383,644	380,629	\$11.52

**DIRECT COST**

<b>Fiscal Year</b>	<b>Assessment to be Billed</b>	<b>Percent of Direct Cost</b>	<b>Actual Direct Cost</b>	<b>Number of Units</b>	<b>Rate Assessed on all Parcels</b>
theoretical	\$6,380,851	31.3%	\$1,997,206	390,531	\$5.11

**Assessment Rate**

<b>Fiscal Year</b>	
theoretical	\$16.63

<b>Land Use Category with a 5 Unit Cap</b>	<b>Parcel Count</b>	<b>Total Units</b>	<b>Revenue</b>
Residential & No Use Code Parcels ≤ 1 A	351,230	355,461	\$5,841,279
Agricultural Parcels ≤ 5 A	448	448	\$7,451
Commercial Parcels ≤ 20 A	23,568	23,568	\$391,958
Residential & No Use Code Parcels > 1 A but ≤ 5 A	4,762	8,405	\$97,827
Agricultural Parcels > 5 A but ≤ 25 A	33	71	\$743
Commercial Parcels > 20 A but ≤ 100 A	111	193	\$2,265
Residential & No Use Code Parcels > 5 A	458	2,290	\$16,986
Agricultural Parcels > 25 A	10	50	\$371
Commercial Parcels > 100 A	9	45	\$334
<b>totals</b>	<b>380,629</b>	<b>390,531</b>	<b>\$6,359,213</b>

# SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 19/20 BUDGET

REVENUE & EXPENDITURE SUMMARY					
Account Classification	2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Adopted Budget	2018 - 2019 Estimated Actual	2019 - 2020 Proposed Budget
<b>Revenue</b>					
4000 · Service Revenue	9.00	0.00	0.00	0.00	0.00
4010 · Assessments	3,859,401.08	3,851,637.71	4,576,612.95	4,600,000.00	5,296,419.00
4050 · Interest, LA County	15,750.78	29,812.49	24,000.00	40,000.00	37,000.00
4060 · Interest Income, LAIF	8,112.68	19,134.76	10,500.00	34,000.00	30,000.00
4070 · Interest Income, Citizens Sweep	782.97	797.80	850.00	500.00	500.00
4030 · Grants	96,100.00	111,034.29	0.00	48,000.00	0.00
<b>Total Revenue</b>	<b><u>3,980,156.51</u></b>	<b><u>4,012,417.05</u></b>	<b><u>4,611,962.95</u></b>	<b><u>4,722,500.00</u></b>	<b><u>5,363,919.00</u></b>

Account Classification	2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Proposed Budget	2018 - 2019 Estimated Actual	2019 - 2020 Proposed Budget
<b>Expenditures</b>					
Salaries & Benefits	2,804,768.30	2,877,497.86	3,459,785.12	2,974,299.76	4,039,159.78
Maintenance & Operations	1,037,925.44	893,141.61	1,145,128.00	1,172,470.00	1,397,950.00
Restricted and Designated Reserves	126,946.59	111,034.29	0.00	0.00	0.00
Capital Outlay	169,860.06	29,037.36	263,000.00	203,000.00	267,000.00
Funds from Reserves	0.00	0.00	(255,950.17)	0.00	(372,730.24)
<b>Total Expenditures</b>	<b><u>4,139,500.39</u></b>	<b><u>3,910,711.12</u></b>	<b><u>4,611,962.95</u></b>	<b><u>4,349,769.76</u></b>	<b><u>5,331,379.54</u></b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>(159,343.88)</b>	<b>101,705.93</b>	<b>0.00</b>	<b>372,730.24</b>	<b>32,539.46</b>
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<b>Net Impact to Reserves for FY 2019-2020</b>	<b>0.00</b>
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### Department Overview

The San Gabriel Valley Mosquito and Vector Control District was established in 1989 to protect residents from vector-borne diseases, more specifically at that time, to address a local outbreak of a mosquito-borne disease called St. Louis encephalitis.

The District provides mosquito and black fly control services to 26 cities in the San Gabriel Valley, and some unincorporated portions of Los Angeles County; a total area of 259 square miles. The District is governed by a 27-member Board of Trustees, consisting of an appointed representative from each city and unincorporated portions of the County of Los Angeles. The District's services are funded by a benefit assessment levied on each parcel in the District.

The District Manager is appointed by the Board of Trustees and serves at its pleasure. The District Manager is the Chief Officer of the District. The District Manager appoints all department heads and is responsible for overseeing the daily operations of the District. The District Manager is assisted by an Executive Assistant/Board Clerk. The Executive Assistant/Board Clerk is responsible for the preparation of the agenda for the Trustee Board meetings and the maintaining of all official District documents and records.

The District Counsel advises the Board of Trustees on all matters of law in the conduct of District affairs. District Counsel prepares resolutions and contracts for consideration by the Board of Trustees. In addition, the District Counsel reviews all legal documents and represents the District in matters involving litigation.

### Personnel Summary

Full-time Positions	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Proposed
District Manager	1	1	1	1
Total	1	1	1	1



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>EXECUTIVE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt		122,596.56	128,770.30	119,000.00	136,000.00
6218 · Salaries - Vacation		9,989.03	5,690.00	18,500.00	20,000.00
6219 · Salaries - Holiday		6,791.92	7,400.00	7,400.00	8,020.00
6220 · Salaries - Sick Pay		3,458.27	4,690.00	1,500.00	6,160.00
6140 · Medicare		2,123.89	2,145.00	2,140.00	2,300.00
6070 · Cafeteria Benefit		9,627.18	9,600.00	9,600.00	9,600.00
6200 · Retirement - Classic		12,390.50	13,920.00	13,600.00	16,300.00
6051 · Management Car Allowance		6,000.00	6,000.00	6,000.00	6,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>172,977.35</b>	<b>178,215.30</b>	<b>177,740.00</b>	<b>204,380.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6030 · Board Expenses		28,227.37	35,000.00	31,500.00	35,000.00
6030 · Trustee Travel		0.00	0.00	2,000.00	28,840.00
6232 · Seminars and Meetings		6,455.40	8,500.00	12,000.00	15,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>34,682.77</b>	<b>43,500.00</b>	<b>45,500.00</b>	<b>78,840.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	1,526.24	143,000.00	143,000.00	80,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>1,526.24</b>	<b>143,000.00</b>	<b>143,000.00</b>	<b>80,000.00</b>
<b>NET EXPENDITURES</b>	<b>0.00</b>	<b>209,186.36</b>	<b>364,715.30</b>	<b>366,240.00</b>	<b>363,220.00</b>

**Department Overview**

The Administrative Services Department provides various support functions for the District. Administrative Services is responsible for Finance and Budget, Human Resources, Risk Management (Insurance) and Payroll. Financial responsibilities include developing and monitoring the annual budget; preparing monthly financial statements, accounts payables and receivables; administering petty cash; deferred compensation programs; and ensuring government accounting requirements and standards.

Human Resources coordinates the recruitment and hiring of District staff; administers employee benefits, coordinates employee relations and unemployment issues; maintains employee files; processes District vehicle incident claims; and administers the District’s Personnel and Salary Resolution.

Insurance activities involve processing, resolving and settling claims against the District, as well as claims the District has against others. The District is a member of a self-insurance pool (Vector Control Joint Powers Authority) made up of approximately 40 other California vector control districts. This organization helps administer and manage employment, workers compensation, liability, collision, property and other claims against the District.

**Budget Highlights**

Personnel – Four Administrative Department staff members currently undertake all administrative responsibilities in the day to day operation of the District. In addition, we provide support to District staff as well as to the residents of the San Gabriel Valley. The proposed addition of an HR/Finance Assistant will help facilitate the increasing demands of the Administrative department.

**Personnel Summary**

Full Time Positions	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Actual	Proposed
Office Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
HR/Finance Assistant	0	0	0	1
Customer Service Rep I	0	0	0	1
	3	3	4	5

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>ADMINISTRATION DEPARTMENT</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt		88,511.57	89,359.92	89,350.00	91,600.00
6212 · Salaries - Non Exempt		149,790.20	176,226.96	170,874.00	228,650.00
6216 · Salaries - Overtime		111.58	1,200.00	500.00	1,200.00
6218 · Salaries - Vacation		19,125.21	10,575.00	16,269.00	20,230.00
6219 · Salaries - Holiday		14,023.53	15,050.00	18,147.00	19,000.00
6220 · Salaries - Sick Pay		11,154.46	10,575.00	12,057.00	18,500.00
6140 · Medicare		4,175.83	4,420.00	4,433.00	5,435.10
6070 · Cafeteria Benefit		32,278.46	38,400.00	40,216.00	48,000.00
6200 · Retirement - Classic		22,826.54	24,455.00	23,450.00	27,358.00
6201 · Retirement - PEPRA		1,349.30	815.00	2,657.00	7,487.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>343,346.68</b>	<b>371,076.88</b>	<b>377,953.00</b>	<b>467,460.10</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware		1,354.12	2,500.00	2,500.00	3,000.00
6036 · Computer Software		315.30	9,000.00	8,851.00	9,500.00
6185 · Postage		1,817.53	1,704.00	1,500.00	1,700.00
6186 · Printing & Reproduction		0.00	1,000.00	0.00	1,000.00
6232 · Seminars and Meetings		2,241.78	2,400.00	2,146.00	3,000.00
6270 · Office Supplies		6,601.26	6,500.00	6,500.00	6,500.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>12,329.99</b>	<b>23,104.00</b>	<b>21,497.00</b>	<b>24,700.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	1,500.00	0.00	0.00	25,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>
<b>NET EXPENDITURES</b>	<b>0.00</b>	<b>357,176.67</b>	<b>394,180.88</b>	<b>399,450.00</b>	<b>517,160.10</b>

## Department Overview

The Operations Department is responsible for implementing mosquito and vector control prevention strategies in the field. Long-term mosquito prevention is accomplished by incorporating Integrated Vector Management methodologies, which uses a combination of applied field techniques involving physical, chemical, and biological control methods.

The Department is also responsible for the repair and maintenance of the District's facility and fleet. Thirteen Vector Control Specialists, one limited-term vector control technician, one Operations Coordinator, and ten seasonal employees, perform Mosquito prevention and management. One Building and Grounds Maintenance Specialist performs facility maintenance. One Data Analyst supports all aspects of the operation through the extraction and analysis of information. All working under the Operations Manager.

Responsibilities of operational field staff include inspecting neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters and urban mosquito breeding sources. They also work with city officials and other public agencies to improve infrastructure and communicate public health threats.

## Budget Highlights

### Labor and Salaries

The Department will be adding (1) full-time Vector Control Specialist I position. This full-time position is necessary to cover the increased demand and specialized nature of invasive *Aedes* service requests.

The Department will be updating the Data Analyst job description, to better describe current job duties and the pay scale to better reflect that of similar positions in the public sector.

### Specialty Vehicle Purchase

The Department will be purchasing (2) hard tire Jeeps, dedicated for use in open flood channel systems. The Jeeps will be used to inspect and treat these systems on a regular management schedule. The Jeeps will be replacing the two ATVs that we currently use and will eliminate the excessive labor hours required to deploy them while significantly improving safety. We will use those additional hours to manage the flood channels more frequently.

## Department: Operations

<b>Full-time Positions</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Proposed</b>
Operations Manager	1	1	1	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	1	1	0
Data Analyst	0	1	1	1
Facility Maintenance	1	1	1	1
VC Specialist III	0	1	2	2
VC Specialist II	7	8	10	8
VC Specialist I	1	3	1	3
Limited Surveillance Tech	0	1	4	2
Extra Help VC Technicians	17	8	14	10
	29	26	36	30

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

OPERATIONS DEPARTMENT					
Account Classification	2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Adopted Budget	2018 - 2019 Estimated Actual	2019 - 2020 Proposed Budget
<b>SALARIES &amp; BENEFITS</b>					
Salaries					
6210 · Salaries - Exempt		67,879.36	96,492.84	97,900.00	101,700.00
6212 · Salaries - Non Exempt		862,035.10	1,034,309.31	921,400.00	1,267,439.48
6216 · Salaries - Overtime		21,638.45	15,000.00	4,000.00	12,000.00
6218 · Salaries - Vacation		67,505.14	48,460.00	66,000.00	63,604.00
6219 · Salaries - Holiday		54,275.36	64,300.00	65,400.00	69,685.20
6220 · Salaries - Sick Pay		38,468.69	51,640.00	51,500.00	62,276.00
6230 · Salaries - Extra Help		91,450.82	318,836.00	188,300.00	200,000.00
6240 · Social Security		2,321.81	5,545.00	5,850.00	4,550.00
6140 · Medicare		18,190.15	22,680.00	19,800.00	26,000.00
6070 · Cafeteria Benefit		154,062.51	182,400.00	147,000.00	192,000.00
6200 · Retirement - Classic		44,762.24	54,640.00	41,100.00	62,000.00
6201 · Retirement - PEPR		42,038.31	57,120.00	51,400.00	70,500.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>1,464,627.94</b>	<b>1,951,423.15</b>	<b>1,659,650.00</b>	<b>2,131,754.68</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6007 · Automobile Lease		73,148.26	73,800.00	91,200.00	60,000.00
6035 · Computer Hardware		3,760.51	10,000.00	10,000.00	6,000.00
6036 · Computer Software		8,138.42	10,000.00	10,000.00	5,000.00
6040 · Facility Maint.		4,557.51	37,500.00	33,000.00	42,000.00
6042 · Equipment Maint.		1,905.00	9,000.00	9,000.00	12,000.00
6044 · Grounds		50.75	4,000.00	4,000.00	0.00
6185 · Postage		294.93	3,200.00	1,000.00	4,000.00
6186 · Printing & Reproduction		0.00	1,000.00	1,800.00	1,500.00
Professionals Development		0.00	0.00	0.00	2,000.00
6232 · Seminars and Meetings		4,506.99	8,910.00	8,500.00	16,500.00
6283 · Pesticides		30,458.22	50,000.00	50,000.00	51,000.00
6260 · Vehicle Maintenance		15,965.47	25,000.00	45,000.00	60,000.00
6262 · Gasoline		51,022.16	50,000.00	61,275.00	70,000.00
6270 · Office Supplies		2,287.97	3,900.00	3,500.00	3,500.00
6280 · Operations Supplies		29,114.69	18,000.00	14,000.00	18,000.00
6281 · Mosquito Fish Supplies		0.00	30,000.00	1,500.00	5,000.00
6302 · Safety		17,631.23	20,000.00	18,000.00	20,000.00
6304 · Surveillance, Aerial		23,118.00	0.00	25,000.00	25,300.00
6330 · Training, CEU's		4,148.00	4,000.00	5,000.00	4,400.00
Misc. Rentals		0.00	0.00	0.00	2,850.00
Boots		0.00	0.00	0.00	5,500.00
Branded Clothing		0.00	0.00	0.00	800.00
6332 · Uniforms		11,964.90	27,000.00	12,200.00	10,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>282,073.01</b>	<b>385,310.00</b>	<b>403,975.00</b>	<b>425,350.00</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*FY 19/20 BUDGET*

OPERATIONS DEPARTMENT					
Account Classification	2016 - 2017 Actual	2017 - 2018 Actual	2018 - 2019 Adopted Budget	2018 - 2019 Estimated Actual	2019 - 2020 Proposed Budget
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 - Capital Outlay - General	0.00	26,011.12	120,000.00	60,000.00	100,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>26,011.12</b>	<b>120,000.00</b>	<b>60,000.00</b>	<b>100,000.00</b>
<b>NET EXPENDITURES</b>	<b>0.00</b>	<b>1,772,712.07</b>	<b>2,456,733.15</b>	<b>2,123,625.00</b>	<b>2,657,104.68</b>

### Department Overview

The Scientific Program is responsible for the surveillance program that monitors the abundance of disease-carrying insects and occurrences of vector-borne diseases, as well as all technical aspects of the overall program.

The department is comprised of a Scientific Program Manager, a Senior Vector Ecologist, a Vector Ecologist, two Assistant Vector Ecologists, as well as a Surveillance Technician. The disease surveillance program serves as an early warning system in the detection of mosquito-borne viruses that can infect people and animals. Testing for the presence of viruses and pathogens in mosquitoes and wild birds helps identify disease transmission before human cases occur.

The Vector Ecologists are involved in developing control and monitoring strategies for both native and invasive mosquito species. They are responsible for conducting studies to improve mosquito treatment efficacy and monitoring for pesticide resistance.

The Scientific Program continues to collaborate with local agencies, national agencies and universities on studies surrounding emerging vector and disease issues.

### Personnel Summary

Full-time Positions	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Proposed
Scientific Program Manager	1	1	1	1
Sr. Vector Ecologist	1	1	1	1
Vector Ecologist	1	1	1	1
Asst Vector Ecologist	0	2	2	2
Ltd Asst Vector Ecologist	2	0	0	0
Ltd Surveillance Technician	0	1	1	1
E/H Surveillance Tech	10	8	1	1
	15	14	7	7



**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>SURVEILLANCE DEPARTMENT</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt		46,056.26	88,681.32	87,400.00	96,700.00
6212 · Salaries - Non Exempt		260,306.43	348,925.68	89,000.00	365,990.00
6216 · Salaries - Overtime		1,238.35	1,000.00	500.00	1,000.00
6218 · Salaries - Vacation		20,925.33	17,335.00	8,420.00	20,370.00
6219 · Salaries - Holiday		18,271.69	25,132.00	14,000.00	25,135.00
6220 · Salaries - Sick Pay		15,982.59	18,675.00	8,010.00	20,720.00
6230 · Salaries - Part-time - XH		116,545.10	15,000.00	5,000.00	16,880.00
6240 · Social Security		3,393.39	920.00	310.00	950.00
6140 · Medicare		7,123.14	7,720.00	3,600.00	8,100.00
6070 · Cafeteria Benefit		50,969.77	57,600.00	36,000.00	57,600.00
6200 · Retirement - Classic		7,029.52	10,150.00	0.00	11,355.00
6201 · Retirement - PEPPRA		20,479.07	27,015.00	11,000.00	31,235.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>568,300.64</b>	<b>618,154.00</b>	<b>263,240.00</b>	<b>656,035.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6035 · Computer Hardware		584.65	2,000.00	2,500.00	2,000.00
6036 · Computer Software		0.00	500.00	0.00	500.00
6185 · Postage		1,317.21	1,500.00	500.00	1,500.00
6232 · Seminars and Meetings		3,167.61	8,900.00	8,500.00	8,900.00
6250 · Surveillance Supplies		34,199.42	16,100.00	30,000.00	15,000.00
Arbovirus Testing Supplies		0.00	0.00	0.00	20,000.00
Uniforms - Branded Clothing		0.00	0.00	0.00	2,200.00
6270 · Office Supplies		556.96	1,600.00	400.00	1,600.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>39,825.85</b>	<b>30,600.00</b>	<b>41,900.00</b>	<b>51,700.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	14,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,000.00</b>
<b>NET EXPENDITURES</b>	<b>0.00</b>	<b>608,126.49</b>	<b>648,754.00</b>	<b>305,140.00</b>	<b>721,735.00</b>

## Department: Communications

### Department Overview

The role of the Communications Department is to promote District services and raise awareness about current and emerging vector-related public health issues. The department designs outreach campaigns and materials that emphasize shared responsibility of vector control with the public. This long-term, sustainable approach uses outreach strategies that engages key target audiences, such as students, residents and elected officials. Regularly assessing programs, using the latest communications technology and being knowledgeable about the diverse population in San Gabriel Valley are vital to ensure a comprehensive outreach program. Campaigns conducted by the Communications Department range from hyper-local targeting to the regional level. Department staff will regularly collaborate with other public health partners and organizations to increase reach and awareness.

### Budget Highlights

**Personnel** - Four Communications Department staff members provide outreach to nearly 2 million residents within the District. The latest addition of an Education Specialist position will help distribute the demand for our services. Our outreach services include community presentations, school presentations, coordinating and staffing event booths, delivering brochures, meeting community and elected officials, and maintaining communications with community partners.

**Media Production** – The expensive and vast Los Angeles media market requires the District to create videos, GIFs, images and other content that traditionally relied on mass media. Acquiring the appropriate equipment ensures the District is self-sufficient in content creation and distribution. The growth of media production is a reflection of the expanding skill set of the Communications Department.

**Event Participation** – To maximize reach to nearly two million residents, the District must participate in events that draw in large audiences. Entry and high-impact placement at venues often requires participation fees. By limiting our outreach activities to larger events, we reduce the need to drastically expand staffing.

### Personnel Summary

<b>Full Time Staff</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Proposed</b>
Public Information Officer	1	1	1	1
Education Specialist	1	1	1	2
Creative Services Specialist	1	1	0	1
Communications Specialist	0	0	1	0
Outreach Assistant				1
Extra Help Outreach Assistant	0	0	1	1
	<u>3</u>	<u>3</u>	<u>4</u>	<u>6</u>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>COMMUNICATIONS DEPARTMENT</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6210 · Salaries - Exempt		53,264.78	80,434.20	82,600.00	87,700.00
6212 · Salaries - Non Exempt		111,045.90	121,111.59	115,000.00	224,350.00
6216 · Salaries - Overtime		1,397.72	2,500.00	1,500.00	4,000.00
6218 · Salaries - Vacation		7,857.71	7,710.00	7,700.00	13,750.00
6219 · Salaries - Holiday		7,902.58	11,325.00	12,000.00	17,880.00
6220 · Salaries - Sick Pay		5,219.91	8,055.00	7,000.00	13,750.00
6230 · Salaries - Extra Help		1,081.12	14,850.00	15,500.00	0.00
6240 · Social Security		872.95	920.00	980.00	0.00
6140 · Medicare		2,465.96	3,780.00	3,200.00	5,900.00
6070 · Cafeteria Benefit		31,307.07	28,800.00	31,000.00	57,600.00
6200 · Retirement - Classic		7,294.28	7,815.00	7,500.00	8,800.00
6201 · Retirement - PEPR		5,598.60	10,115.00	9,600.00	22,300.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>235,308.58</b>	<b>297,415.79</b>	<b>293,580.00</b>	<b>456,030.00</b>
<b>ORGANIZATIONAL EXPENDITURES</b>					
6003 · Advertising		53.68	30,000.00	30,000.00	30,000.00
6035 · Computer Hardware		23.98	4,500.00	4,500.00	4,500.00
6036 · Computer Software		1,729.64	900.00	1,600.00	2,500.00
6037 · Website and Email Service		4.99	3,195.00	3,195.00	5,700.00
6185 · Postage		118.68	3,500.00	1,000.00	3,500.00
6186 · Printing & Reproduction		0.00	9,000.00	9,000.00	12,000.00
Media Production		0.00	0.00	0.00	10,000.00
Event Participation Fees		0.00	0.00	0.00	4,000.00
Branded Clothing		0.00	0.00	0.00	800.00
6232 · Seminars and Meetings		2,934.82	1,000.00	3,100.00	12,000.00
6270 · Office Supplies		1,141.33	1,000.00	1,600.00	1,000.00
6290 · Communications Supplies		33,772.61	11,200.00	10,000.00	10,000.00
6305 · Education Program Supplies		0.00	700.00	500.00	3,000.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>39,779.73</b>	<b>64,995.00</b>	<b>64,495.00</b>	<b>99,000.00</b>
<b>CAPITAL OUTLAY AND RESTRICTED</b>					
8000 · Capital Outlay - General	0.00	0.00	0.00	0.00	48,000.00
<b>Total CAPITAL OUTLAY AND RESTRICTED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48,000.00</b>
<b>NET EXPENDITURES</b>	<b>0.00</b>	<b>275,088.31</b>	<b>362,410.79</b>	<b>358,075.00</b>	<b>603,030.00</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>Revenue</b>					
4010 · Assessments		3,851,637.71	4,576,612.95	4,600,000.00	5,101,288.88
4050 · Interest, LA County		29,812.49	24,000.00	40,000.00	37,000.00
4060 · Interest Income, LAIF		19,134.76	10,500.00	34,000.00	30,000.00
4070 · Interest Income, Citizens Sweep		797.80	850.00	500.00	500.00
4030 · Grants		111,034.29	0.00	48,000.00	0.00
<b>Total Revenue</b>	<b>0.00</b>	<b>4,012,417.05</b>	<b>4,611,962.95</b>	<b>4,722,500.00</b>	<b>5,168,788.88</b>

<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>SALARIES &amp; BENEFITS</b>					
<b>Salaries</b>					
6122 · Unemployment		20,638.89	19,200.00	23,000.00	25,000.00
6234 · Tuition Reimbursement		0.00	8,000.00	0.00	8,000.00
6200 · Retirement Classic Unfunded		58,452.88	0.00	109,383.00	15,000.00
6201 · Retirement PEPRA Unfunded		125.44	0.00	713.76	1,200.00
6065 · Group Term Life		3,187.30	4,300.00	3,900.00	4,300.00
6072 · Health Benefits - Retired EE		10,532.16	12,000.00	15,140.00	20,000.00
6074 · Post Retirement Benefits		0.00	0.00	50,000.00	50,000.00
<b>Total SALARIES &amp; BENEFITS</b>	<b>0.00</b>	<b>92,936.67</b>	<b>43,500.00</b>	<b>202,136.76</b>	<b>123,500.00</b>

<b>ORGANIZATIONAL EXPENDITURES</b>					
6010 · Awards		1,747.13	2,000.00	2,000.00	4,000.00
6020 · Bank Charges		4,463.50	5,000.00	13,000.00	15,000.00
6035 · Computer Hardware		0.00	0.00	15,000.00	25,000.00
6036 · Computer Software-Licenses		0.00	0.00	10,000.00	50,000.00
6312 · Communications, Field		25,080.86	28,000.00	30,000.00	38,000.00
6315 · Telephone, Internet		11,193.69	24,500.00	16,000.00	30,000.00
6320 · Telephone, Office		13,468.78	14,000.00	12,100.00	14,000.00
6090 · Auto Insurance		0.00	1,648.00	1,648.00	1,950.00
6100 · Liability Insurance		32,098.00	65,411.00	63,019.00	78,444.00
6110 · Workers Comp Insurance		72,577.00	111,546.00	110,842.00	109,946.00
6120 · Property Insurance		3,250.00	3,258.00	3,196.00	2,351.00
6085 · VCJPA General Fund		10,729.00	9,656.00	8,348.00	8,969.00
6111 · Other Insurance		1,622.02	2,000.00	1,500.00	3,500.00
6073 · Equipment Lease		12,742.74	38,000.00	36,200.00	23,000.00
6075 · Fees & Assessments		4,771.61	4,000.00	3,600.00	4,000.00

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>NON-DEPARTMENTAL</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
6080 · Hiring Expenses		1,194.99	5,600.00	3,000.00	5,600.00
6150 · Memberships		14,683.68	25,000.00	22,500.00	25,000.00
6170 · Miscellaneous Expenses		2,802.69	3,000.00	3,100.00	3,500.00
6000 · Accounting Services		5,242.50	20,000.00	17,000.00	20,000.00
6130 · Legal Services		23,534.44	35,000.00	25,000.00	35,000.00
6190 · Other Services		4,045.00	5,000.00	4,500.00	6,000.00
6046 · Professional Services - IT		40,304.61	35,000.00	35,000.00	50,000.00
6192 · Research		2,250.00	1,000.00	0.00	1,000.00
6300 · Reference		0.00	0.00	0.00	0.00
6310 · Benefit Assessment Admin Cost		99,278.72	115,000.00	115,000.00	118,000.00
6340 · Electric Service		38,985.13	39,000.00	39,000.00	41,000.00
6341 · Natural Gas		2,253.52	3,000.00	2,700.00	3,000.00
6343 · Water Service		1,967.83	2,000.00	1,850.00	2,100.00
<b>Total ORGANIZATIONAL EXPENDITURES</b>	<b>0.00</b>	<b>430,287.44</b>	<b>597,619.00</b>	<b>595,103.00</b>	<b>718,360.00</b>

<b>NET REVENUE &amp; EXPENDITURES</b>	<b>0.00</b>	<b>3,489,192.94</b>	<b>3,970,843.95</b>	<b>3,925,260.24</b>	<b>4,326,928.88</b>
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**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

FY 19/20 BUDGET

<b>DESIGNATED RESERVES</b>					
<b>Account Classification</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>3100 · Public Health Emergency</b>	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00	1,326,200.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<i>Revenue &amp; Transfers In Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Expense &amp; Transfer Out Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	0.00	0.00	0.00
<b>3125 · Capital Projects</b>	612,923.00	612,923.00	612,923.00	612,923.00	469,923.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	(143,000.00)	(143,000.00)	0.00
<i>Revenue &amp; Transfers In Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Expense &amp; Transfer Out Total</i>	0.00	0.00	(143,000.00)	(143,000.00)	0.00
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	143,000.00	(143,000.00)	0.00
<b>3160 · Pension Liability</b>	0.00	0.00	200,258.00	200,258.00	200,258.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
<i>Revenue &amp; Transfers In Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Expense &amp; Transfer Out Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	0.00	0.00	0.00
<b>3165 · Building/Facilities</b>	0.00	0.00	0.00	0.00	100,000.00
Transfers In	0.00	0.00	100,000.00	100,000.00	48,994.34
Transfers Out	0.00	0.00	0.00	0.00	0.00
<i>Revenue &amp; Transfers In Total</i>	0.00	0.00	100,000.00	100,000.00	148,994.34
<i>Expense &amp; Transfer Out Total</i>	0.00	0.00	0.00	0.00	0.00
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	0.00	0.00	0.00
<b>3170 · Vehicle Replacement</b>	0.00	0.00	0.00	0.00	43,760.00
Transfers In	0.00	0.00	251,423.28	103,060.00	0.00
Transfers Out	0.00	0.00	(120,000.00)	(59,300.00)	0.00
<i>Revenue &amp; Transfers In Total</i>	0.00	0.00	251,423.28	103,060.00	0.00
<i>Expense &amp; Transfer Out Total</i>	0.00	0.00	(120,000.00)	(59,300.00)	0.00
<i>Net (Use of) Addition to Reserves</i>	0.00	0.00	131,423.28	0.00	0.00
<b>Total Reserves</b>	<b>1,939,123.00</b>	<b>1,939,123.00</b>	<b>2,227,804.28</b>	<b>2,140,141.00</b>	<b>2,189,135.34</b>

**SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

*FY 19/20 BUDGET*

<b>RESTRICTED RESERVE ACCOUNTS</b>	<b>2016 - 2017 Actual</b>	<b>2017 - 2018 Actual</b>	<b>2018 - 2019 Adopted Budget</b>	<b>2018 - 2019 Estimated Actual</b>	<b>2019 - 2020 Proposed Budget</b>
<b>3180 - VCJPA Property Contingency Fund</b>	97,113.00	97,113.00	96,911.00	97,000.00	97,200.00
<b>Total Reserves</b>	<u>97,113.00</u>	<u>97,113.00</u>	<u>96,911.00</u>	<u>97,000.00</u>	<u>97,200.00</u>

<b>GRAND TOTAL RESERVES</b>	<b>2,036,236.00</b>	<b>2,036,236.00</b>	<b>2,324,715.28</b>	<b>2,237,141.00</b>	<b>2,286,335.34</b>
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## Capital Outlay Summary

2019-2020 Budget

### Operating Fund

#### Executive:

Server Replacement/Virtualization and Building Security	
Replace servers and implement virtualization	\$ 75,000
Security Cameras	\$ 5,000
Total	<u>\$ 80,000</u>

#### Administration:

Office Equipment and Computers	
Computer and office equipment for new personnel	\$ 25,000
Total	<u>\$ 25,000</u>

#### Operations:

Vehicles:	
Acquire 2 fleet vehicles - specialty flood channel Vehicles and modifications	\$ 100,000
Total	<u>\$ 100,000</u>

#### Communications:

Vehicle, Computers and Office Equipment	
Dedicated mobile outreach and education vehicle	\$ 38,000
Computer and office equipment for new personnel	\$ 10,000
Total	<u>\$ 48,000</u>

#### Surveillance:

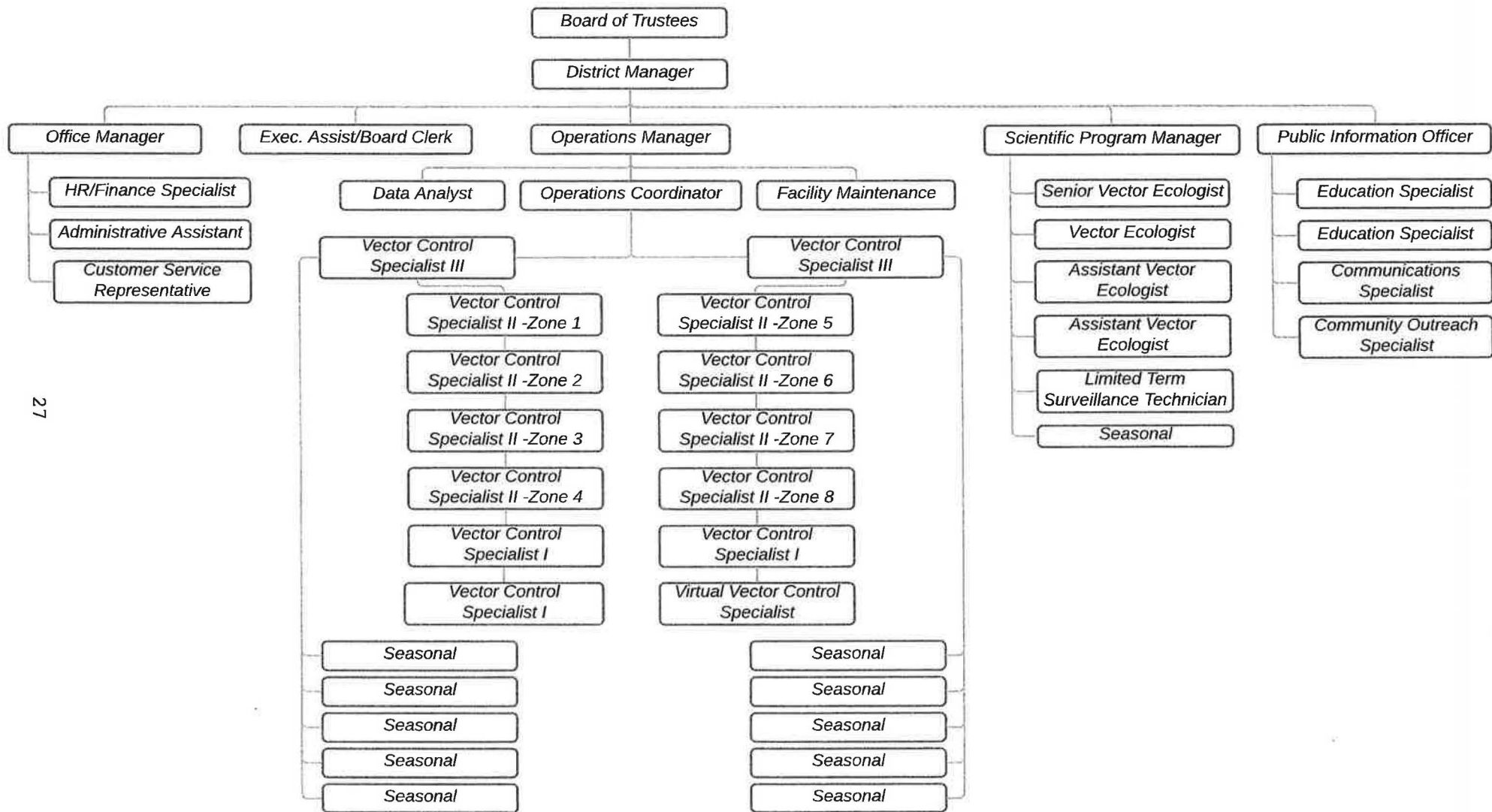
Mosquito Surveillance Materials	
Equipment for laboratory	\$ 14,000
Total	<u>\$ 14,000</u>

<b>Total Operating Fund</b>	<u><u>\$ 267,000</u></u>
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# Personnel Summary

Full Time Staff	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Proposed	Proposed
District Manager	1	1	1	1
Office Manager	1	1	1	1
Operations				
Manager	1	1	1	1
Public Information Officer	1	1	1	1
Scientific Program Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
Operations				
Assistant	1	1	0	0
Customer Service Rep I	0	0	1	1
HR-Finance				
Assistant	0	0	0	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	1	1	1
Data Analyst	1	1	1	1
Building & Grounds				
Maintenance	1	1	0	0
Facility				
Maintenance	0	0	1	1
Vector Control Specialist III	1	2	2	2
Vector Control Specialist II	8	10	8	8
Vector Control Specialist I	3	0	3	3
Ltd Term Surveillance				
Technicians	1	5	2	2
Sr. Vector Ecologist	1	1	1	1
Vector Ecologist	1	1	1	1
Asst Vector				
Ecologist	0	2	2	2
Ltd Term Vector Ecologist	2	0	0	1
Education				
Specialist	1	1	1	2
Creative Services Specialist	1	1	0	0
Communications Specialist	0	0	1	1
Outreach Assistant	0	0	1	1
<b>Total Full Time Employees</b>	<b>31</b>	<b>35</b>	<b>34</b>	<b>37</b>
<b>Seasonal/Extra Help</b>				
<b>Employees</b>				
Extra Help Vector Control				
Techs	9	8	6	10
Extra Help Surveillance Techs	8	10	8	1
Extra Help Outreach Assistant	0	0	1	1
<b>Total Extra Help Employees</b>	<b>17</b>	<b>18</b>	<b>15</b>	<b>12</b>



**Salary Schedule Fiscal Year 2019-2020**  
**PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>District Manager</b> est prior to 2009	\$131,249.72	\$135,351.27	\$139,452.82	\$143,554.38	\$147,655.93	\$151,757.48	\$155,859.04	\$159,960.59	\$164,062.15	<b>Annual</b>
	\$10,937.48	\$11,279.27	\$11,621.07	\$11,962.86	\$12,304.66	\$12,646.46	\$12,988.25	\$13,330.05	\$13,671.85	<b>Monthly</b>
	\$5,048.07	\$5,205.82	\$5,363.57	\$5,521.32	\$5,679.07	\$5,836.83	\$5,994.58	\$6,152.33	\$6,310.08	<b>Bi-Weekly</b>
	\$63.10	\$65.07	\$67.04	\$69.02	\$70.99	\$72.96	\$74.93	\$76.90	\$78.88	<b>Hourly</b>
<b>Scientific Program Manager</b> est Jul 2012	\$98,019.63	\$101,082.74	\$104,145.85	\$107,208.97	\$110,272.08	\$113,335.19	\$116,398.31	\$119,461.42	\$122,524.53	<b>Annual</b>
	\$8,168.30	\$8,423.56	\$8,678.82	\$8,934.08	\$9,189.34	\$9,444.60	\$9,699.86	\$9,955.12	\$10,210.38	<b>Monthly</b>
	\$3,769.99	\$3,887.80	\$4,005.61	\$4,123.42	\$4,241.23	\$4,359.05	\$4,476.86	\$4,594.67	\$4,712.48	<b>Bi-Weekly</b>
	\$47.12	\$48.60	\$50.07	\$51.54	\$53.02	\$54.49	\$55.96	\$57.43	\$58.91	<b>Hourly</b>
<b>Operations Manager</b> est prior to 2009	\$98,019.63	\$101,082.74	\$104,145.85	\$107,208.97	\$110,272.08	\$113,335.19	\$116,398.31	\$119,461.42	\$122,524.53	<b>Annual</b>
	\$8,168.30	\$8,423.56	\$8,678.82	\$8,934.08	\$9,189.34	\$9,444.60	\$9,699.86	\$9,955.12	\$10,210.38	<b>Monthly</b>
	\$3,769.99	\$3,887.80	\$4,005.61	\$4,123.42	\$4,241.23	\$4,359.05	\$4,476.86	\$4,594.67	\$4,712.48	<b>Bi-Weekly</b>
	\$47.12	\$48.60	\$50.07	\$51.54	\$53.02	\$54.49	\$55.96	\$57.43	\$58.91	<b>Hourly</b>
<b>Public Information Officer</b> est prior to 2009	\$83,956.24	\$86,579.87	\$89,203.51	\$91,827.14	\$94,450.77	\$97,074.40	\$99,698.04	\$102,321.67	\$104,945.30	<b>Annual</b>
	\$6,996.35	\$7,214.99	\$7,433.63	\$7,652.26	\$7,870.90	\$8,089.53	\$8,308.17	\$8,526.81	\$8,745.44	<b>Monthly</b>
	\$3,229.09	\$3,330.00	\$3,430.90	\$3,531.81	\$3,632.72	\$3,733.63	\$3,834.54	\$3,935.45	\$4,036.36	<b>Bi-Weekly</b>
	\$40.36	\$41.62	\$42.89	\$44.15	\$45.41	\$46.67	\$47.93	\$49.19	\$50.45	<b>Hourly</b>
<b>Office Manager</b> est prior to 2009	\$83,956.24	\$86,579.87	\$89,203.51	\$91,827.14	\$94,450.77	\$97,074.40	\$99,698.04	\$102,321.67	\$104,945.30	<b>Annual</b>
	\$6,996.35	\$7,214.99	\$7,433.63	\$7,652.26	\$7,870.90	\$8,089.53	\$8,308.17	\$8,526.81	\$8,745.44	<b>Monthly</b>
	\$3,229.09	\$3,330.00	\$3,430.90	\$3,531.81	\$3,632.72	\$3,733.63	\$3,834.54	\$3,935.45	\$4,036.36	<b>Bi-Weekly</b>
	\$40.36	\$41.62	\$42.89	\$44.15	\$45.41	\$46.67	\$47.93	\$49.19	\$50.45	<b>Hourly</b>
<b>Senior Vector Ecologist</b> est Jul 2015	\$88,217.56	\$90,974.36	\$93,731.16	\$96,487.96	\$99,244.75	\$102,001.55	\$104,758.35	\$107,515.15	\$110,271.95	<b>Annual</b>
	\$7,351.46	\$7,581.20	\$7,810.93	\$8,040.66	\$8,270.40	\$8,500.13	\$8,729.86	\$8,959.60	\$9,189.33	<b>Monthly</b>
	\$3,392.98	\$3,499.01	\$3,605.04	\$3,711.08	\$3,817.11	\$3,923.14	\$4,029.17	\$4,135.20	\$4,241.23	<b>Bi-Weekly</b>
	\$42.41	\$43.74	\$45.06	\$46.39	\$47.71	\$49.04	\$50.36	\$51.69	\$53.02	<b>Hourly</b>
<b>Vector Ecologist</b> est prior to 2009	\$83,178.25	\$85,777.57	\$88,376.89	\$90,976.21	\$93,575.53	\$96,174.85	\$98,774.17	\$101,373.49	\$103,972.81	<b>Annual</b>
	\$6,931.52	\$7,148.13	\$7,364.74	\$7,581.35	\$7,797.96	\$8,014.57	\$8,231.18	\$8,447.79	\$8,664.40	<b>Monthly</b>
	\$3,199.16	\$3,299.14	\$3,399.11	\$3,499.09	\$3,599.06	\$3,699.03	\$3,799.01	\$3,898.98	\$3,998.95	<b>Bi-Weekly</b>
	\$39.99	\$41.24	\$42.49	\$43.74	\$44.99	\$46.24	\$47.49	\$48.74	\$49.99	<b>Hourly</b>
<b>Assistant Vector Ecologist</b> est Jul 2015	\$70,419.85	\$72,620.47	\$74,821.09	\$77,021.71	\$79,222.33	\$81,422.95	\$83,623.57	\$85,824.19	\$88,024.81	<b>Annual</b>
	\$5,868.32	\$6,051.71	\$6,235.09	\$6,418.48	\$6,601.86	\$6,785.25	\$6,968.63	\$7,152.02	\$7,335.40	<b>Monthly</b>
	\$2,708.46	\$2,793.09	\$2,877.73	\$2,962.37	\$3,047.01	\$3,131.65	\$3,216.29	\$3,300.93	\$3,385.57	<b>Bi-Weekly</b>
	\$33.86	\$34.91	\$35.97	\$37.03	\$38.09	\$39.15	\$40.20	\$41.26	\$42.32	<b>Hourly</b>
<b>Operations Coordinator</b> est Sep 2011	\$83,178.25	\$85,777.57	\$88,376.89	\$90,976.21	\$93,575.53	\$96,174.85	\$98,774.17	\$101,373.49	\$103,972.81	<b>Annual</b>
	\$6,931.52	\$7,148.13	\$7,364.74	\$7,581.35	\$7,797.96	\$8,014.57	\$8,231.18	\$8,447.79	\$8,664.40	<b>Monthly</b>
	\$3,199.16	\$3,299.14	\$3,399.11	\$3,499.09	\$3,599.06	\$3,699.03	\$3,799.01	\$3,898.98	\$3,998.95	<b>Bi-Weekly</b>
	\$39.99	\$41.24	\$42.49	\$43.74	\$44.99	\$46.24	\$47.49	\$48.74	\$49.99	<b>Hourly</b>
<b>Education Specialist</b> est prior to 2009	\$67,932.56	\$70,055.45	\$72,178.34	\$74,301.23	\$76,424.13	\$78,547.02	\$80,669.91	\$82,792.80	\$84,915.69	<b>Annual</b>
	\$5,661.05	\$5,837.95	\$6,014.86	\$6,191.77	\$6,368.68	\$6,545.58	\$6,722.49	\$6,899.40	\$7,076.31	<b>Monthly</b>
	\$2,612.79	\$2,694.44	\$2,776.09	\$2,857.74	\$2,939.39	\$3,021.04	\$3,102.69	\$3,184.34	\$3,265.99	<b>Bi-Weekly</b>
	\$32.66	\$33.68	\$34.70	\$35.72	\$36.74	\$37.76	\$38.78	\$39.80	\$40.82	<b>Hourly</b>
<b>Fleet Mechanic</b> est prior to 2009	\$70,682.79	\$72,891.62	\$75,100.46	\$77,309.30	\$79,518.13	\$81,726.97	\$83,935.81	\$86,144.65	\$88,353.48	<b>Annual</b>
	\$5,890.23	\$6,074.30	\$6,258.37	\$6,442.44	\$6,626.51	\$6,810.58	\$6,994.65	\$7,178.72	\$7,362.79	<b>Monthly</b>
	\$2,718.57	\$2,803.52	\$2,888.48	\$2,973.43	\$3,058.39	\$3,143.35	\$3,228.30	\$3,313.26	\$3,398.21	<b>Bi-Weekly</b>

**Salary Schedule Fiscal Year 2019-2020**  
**PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
	\$33.98	\$35.04	\$36.11	\$37.17	\$38.23	\$39.29	\$40.35	\$41.42	\$42.48	Hourly
<b>Vector Control Specialist III</b> est prior to 2009	\$70,682.79	\$72,891.62	\$75,100.46	\$77,309.30	\$79,518.13	\$81,726.97	\$83,935.81	\$86,144.65	\$88,353.48	Annual
	\$5,890.23	\$6,074.30	\$6,258.37	\$6,442.44	\$6,626.51	\$6,810.58	\$6,994.65	\$7,178.72	\$7,362.79	Monthly
	\$2,718.57	\$2,803.52	\$2,888.48	\$2,973.43	\$3,058.39	\$3,143.35	\$3,228.30	\$3,313.26	\$3,398.21	Bi-Weekly
	\$33.98	\$35.04	\$36.11	\$37.17	\$38.23	\$39.29	\$40.35	\$41.42	\$42.48	Hourly
<b>Vector Control Specialist II</b> est prior to 2009	\$62,050.28	\$63,989.35	\$65,928.42	\$67,867.49	\$69,806.56	\$71,745.63	\$73,684.70	\$75,623.78	\$77,562.85	Annual
	\$5,170.86	\$5,332.45	\$5,494.03	\$5,655.62	\$5,817.21	\$5,978.80	\$6,140.39	\$6,301.98	\$6,463.57	Monthly
	\$2,386.55	\$2,461.13	\$2,535.71	\$2,610.29	\$2,684.87	\$2,759.45	\$2,834.03	\$2,908.61	\$2,983.19	Bi-Weekly
	\$29.83	\$30.76	\$31.70	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	Hourly
<b>Vector Control Specialist I</b> est prior to 2009	\$49,950.48	\$51,511.43	\$53,072.39	\$54,633.34	\$56,194.29	\$57,755.24	\$59,316.20	\$60,877.15	\$62,438.10	Annual
	\$4,162.54	\$4,292.62	\$4,422.70	\$4,552.78	\$4,682.86	\$4,812.94	\$4,943.02	\$5,073.10	\$5,203.18	Monthly
	\$1,921.17	\$1,981.21	\$2,041.25	\$2,101.28	\$2,161.32	\$2,221.36	\$2,281.39	\$2,341.43	\$2,401.47	Bi-Weekly
	\$24.01	\$24.77	\$25.52	\$26.27	\$27.02	\$27.77	\$28.52	\$29.27	\$30.02	Hourly
<b>Administrative Assistant</b> est prior to 2009	\$65,058.19	\$67,091.26	\$69,124.33	\$71,157.40	\$73,190.47	\$75,223.54	\$77,256.60	\$79,289.67	\$81,322.74	Annual
	\$5,421.52	\$5,590.94	\$5,760.36	\$5,929.78	\$6,099.21	\$6,268.63	\$6,438.05	\$6,607.47	\$6,776.90	Monthly
	\$2,502.24	\$2,580.43	\$2,658.63	\$2,736.82	\$2,815.02	\$2,893.21	\$2,971.41	\$3,049.60	\$3,127.80	Bi-Weekly
	\$31.28	\$32.26	\$33.23	\$34.21	\$35.19	\$36.17	\$37.14	\$38.12	\$39.10	Hourly
<b>Exec Asst/Clerk of the Board</b> est prior to 2009	\$63,568.26	\$65,554.77	\$67,541.28	\$69,527.79	\$71,514.29	\$73,500.80	\$75,487.31	\$77,473.82	\$79,460.33	Annual
	\$5,297.36	\$5,462.90	\$5,628.44	\$5,793.98	\$5,959.52	\$6,125.07	\$6,290.61	\$6,456.15	\$6,621.69	Monthly
	\$2,444.93	\$2,521.34	\$2,597.74	\$2,674.15	\$2,750.55	\$2,826.95	\$2,903.36	\$2,979.76	\$3,056.17	Bi-Weekly
	\$30.56	\$31.52	\$32.47	\$33.43	\$34.38	\$35.34	\$36.29	\$37.25	\$38.20	Hourly
<b>Data Analyst</b> est Jul 2015, revised Jul 2019	\$56,761.98	\$58,535.79	\$60,309.60	\$62,083.41	\$63,857.22	\$65,631.03	\$67,404.85	\$69,178.66	\$70,952.47	Annual
	\$4,730.16	\$4,877.98	\$5,025.80	\$5,173.62	\$5,321.44	\$5,469.25	\$5,617.07	\$5,764.89	\$5,912.71	Monthly
	\$2,183.15	\$2,251.38	\$2,319.60	\$2,387.82	\$2,456.05	\$2,524.27	\$2,592.49	\$2,660.72	\$2,728.94	Bi-Weekly
	\$27.29	\$28.14	\$28.99	\$29.85	\$30.70	\$31.55	\$32.41	\$33.26	\$34.11	Hourly
<b>Communications Specialist</b> revised Jul 2018	\$54,839.67	\$56,553.41	\$58,267.15	\$59,980.89	\$61,694.63	\$63,408.37	\$65,122.11	\$66,835.85	\$68,549.59	Annual
	\$4,569.97	\$4,712.78	\$4,855.60	\$4,998.41	\$5,141.22	\$5,284.03	\$5,426.84	\$5,569.65	\$5,712.47	Monthly
	\$2,109.22	\$2,175.13	\$2,241.04	\$2,306.96	\$2,372.87	\$2,438.78	\$2,504.70	\$2,570.61	\$2,636.52	Bi-Weekly
	\$26.37	\$27.19	\$28.01	\$28.84	\$29.66	\$30.48	\$31.31	\$32.13	\$32.96	Hourly
<b>Facility Maintenance</b> revised Jul 2018	\$62,050.28	\$63,989.35	\$65,928.42	\$67,867.49	\$69,806.56	\$71,745.63	\$73,684.70	\$75,623.78	\$77,562.85	Annual
	\$5,170.86	\$5,332.45	\$5,494.03	\$5,655.62	\$5,817.21	\$5,978.80	\$6,140.39	\$6,301.98	\$6,463.57	Monthly
	\$2,386.55	\$2,461.13	\$2,535.71	\$2,610.29	\$2,684.87	\$2,759.45	\$2,834.03	\$2,908.61	\$2,983.19	Bi-Weekly
	\$29.83	\$30.76	\$31.70	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	Hourly
<b>Customer Service Rep I</b> revised Jul 2018 (Ops Asst)	\$43,709.53	\$45,075.45	\$46,441.37	\$47,807.29	\$49,173.22	\$50,539.14	\$51,905.06	\$53,270.98	\$54,636.91	Annual
	\$3,642.46	\$3,756.29	\$3,870.11	\$3,983.94	\$4,097.77	\$4,211.59	\$4,325.42	\$4,439.25	\$4,553.08	Monthly
	\$1,681.14	\$1,733.67	\$1,786.21	\$1,838.74	\$1,891.28	\$1,943.81	\$1,996.35	\$2,048.88	\$2,101.42	Bi-Weekly
	\$21.01	\$21.67	\$22.33	\$22.98	\$23.64	\$24.30	\$24.95	\$25.61	\$26.27	Hourly
<b>Outreach Assistant</b> est Jul 2019	\$51,370.20	\$52,975.52	\$54,580.84	\$56,186.16	\$57,791.48	\$59,396.79	\$61,002.11	\$62,607.43	\$64,212.75	Annual
	\$4,280.85	\$4,414.63	\$4,548.40	\$4,682.18	\$4,815.96	\$4,949.73	\$5,083.51	\$5,217.29	\$5,351.06	Monthly
	\$1,975.78	\$2,037.52	\$2,099.26	\$2,161.01	\$2,222.75	\$2,284.49	\$2,346.24	\$2,407.98	\$2,469.72	Bi-Weekly
	\$24.70	\$25.47	\$26.24	\$27.01	\$27.78	\$28.56	\$29.33	\$30.10	\$30.87	Hourly
<b>HR-Finance Assistant</b> est Jul 2019	\$56,783.98	\$58,558.48	\$60,332.97	\$62,107.47	\$63,881.97	\$65,656.47	\$67,430.97	\$69,205.47	\$70,979.97	Annual
	\$4,732.00	\$4,879.87	\$5,027.75	\$5,175.62	\$5,323.50	\$5,471.37	\$5,619.25	\$5,767.12	\$5,915.00	Monthly

**Salary Schedule Fiscal Year 2019-2020**  
**PERS Classic Employees with Full (7%) Employer Paid Member Contribution (EPMC)**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
	\$2,184.00	\$2,252.25	\$2,320.50	\$2,388.75	\$2,457.00	\$2,525.25	\$2,593.50	\$2,661.75	\$2,730.00	<b>Bi-Weekly</b>
	\$27.30	\$28.15	\$29.01	\$29.86	\$30.71	\$31.57	\$32.42	\$33.27	\$34.12	<b>Hourly</b>
<b>Limited Term Vector Control Tech</b>	\$14.98	\$15.45	\$15.92	\$16.39	\$16.85	\$17.32	\$17.79	\$18.26	\$18.73	<b>Hourly</b>
<b>Extra-help VC Technician</b> est prior to 2009	\$13.00	\$13.41	\$13.81	\$14.22	\$14.63	\$15.03	\$15.44	\$15.84	\$16.25	<b>Hourly</b>
<b>Extra-help Asst. Vec. Ecologist</b> est prior to 2009	\$15.38	\$15.86	\$16.35	\$16.83	\$17.31	\$17.79	\$18.27	\$18.75	\$19.23	<b>Hourly</b>
<b>Extra Help Outreach Assistant</b> est Jul 2018	\$13.03	\$13.44	\$13.85	\$14.25	\$14.66	\$15.07	\$15.48	\$15.88	\$16.29	<b>Hourly</b>

**Salary Schedule FY 2019-20**  
**PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>District Manager</b> est prior to 2009	\$123,532.46	\$127,392.85	\$131,253.24	\$135,113.63	\$138,974.02	\$142,834.41	\$146,694.79	\$150,555.18	\$154,415.57	<b>Annual</b>
	\$10,294.37	\$10,616.07	\$10,937.77	\$11,259.47	\$11,581.17	\$11,902.87	\$12,224.57	\$12,546.27	\$12,867.96	<b>Monthly</b>
	\$4,751.25	\$4,899.72	\$5,048.20	\$5,196.68	\$5,345.15	\$5,493.63	\$5,642.11	\$5,790.58	\$5,939.06	<b>Bi-Weekly</b>
	\$59.39	\$61.25	\$63.10	\$64.96	\$66.81	\$68.67	\$70.53	\$72.38	\$74.24	<b>Hourly</b>
<b>Scientific Program Manager</b> est Jul 2012	\$96,021.89	\$99,022.58	\$102,023.26	\$105,023.95	\$108,024.63	\$111,025.31	\$114,026.00	\$117,026.68	\$120,027.37	<b>Annual</b>
	\$8,001.82	\$8,251.88	\$8,501.94	\$8,752.00	\$9,002.05	\$9,252.11	\$9,502.17	\$9,752.22	\$10,002.28	<b>Monthly</b>
	\$3,693.15	\$3,808.56	\$3,923.97	\$4,039.38	\$4,154.79	\$4,270.20	\$4,385.62	\$4,501.03	\$4,616.44	<b>Bi-Weekly</b>
	\$46.16	\$47.61	\$49.05	\$50.49	\$51.93	\$53.38	\$54.82	\$56.26	\$57.71	<b>Hourly</b>
<b>Operations Manager</b> est prior to 2009	\$96,021.89	\$99,022.58	\$102,023.26	\$105,023.95	\$108,024.63	\$111,025.31	\$114,026.00	\$117,026.68	\$120,027.37	<b>Annual</b>
	\$8,001.82	\$8,251.88	\$8,501.94	\$8,752.00	\$9,002.05	\$9,252.11	\$9,502.17	\$9,752.22	\$10,002.28	<b>Monthly</b>
	\$3,693.15	\$3,808.56	\$3,923.97	\$4,039.38	\$4,154.79	\$4,270.20	\$4,385.62	\$4,501.03	\$4,616.44	<b>Bi-Weekly</b>
	\$46.16	\$47.61	\$49.05	\$50.49	\$51.93	\$53.38	\$54.82	\$56.26	\$57.71	<b>Hourly</b>
<b>Public Information Officer</b> est prior to 2009	\$82,245.13	\$84,815.29	\$87,385.45	\$89,955.61	\$92,525.77	\$95,095.93	\$97,666.09	\$100,236.25	\$102,806.41	<b>Annual</b>
	\$6,853.76	\$7,067.94	\$7,282.12	\$7,496.30	\$7,710.48	\$7,924.66	\$8,138.84	\$8,353.02	\$8,567.20	<b>Monthly</b>
	\$3,163.27	\$3,262.13	\$3,360.98	\$3,459.83	\$3,558.68	\$3,657.54	\$3,756.39	\$3,855.24	\$3,954.09	<b>Bi-Weekly</b>
	\$39.54	\$40.78	\$42.01	\$43.25	\$44.48	\$45.72	\$46.95	\$48.19	\$49.43	<b>Hourly</b>
<b>Office Manager</b> est prior to 2009	\$82,245.13	\$84,815.29	\$87,385.45	\$89,955.61	\$92,525.77	\$95,095.93	\$97,666.09	\$100,236.25	\$102,806.41	<b>Annual</b>
	\$6,853.76	\$7,067.94	\$7,282.12	\$7,496.30	\$7,710.48	\$7,924.66	\$8,138.84	\$8,353.02	\$8,567.20	<b>Monthly</b>
	\$3,163.27	\$3,262.13	\$3,360.98	\$3,459.83	\$3,558.68	\$3,657.54	\$3,756.39	\$3,855.24	\$3,954.09	<b>Bi-Weekly</b>
	\$39.54	\$40.78	\$42.01	\$43.25	\$44.48	\$45.72	\$46.95	\$48.19	\$49.43	<b>Hourly</b>
<b>Senior Vector Ecologist</b> est Jul 2015	\$86,419.60	\$89,120.21	\$91,820.82	\$94,521.43	\$97,222.04	\$99,922.66	\$102,623.27	\$105,323.88	\$108,024.49	<b>Annual</b>
	\$7,201.63	\$7,426.68	\$7,651.73	\$7,876.79	\$8,101.84	\$8,326.89	\$8,551.94	\$8,776.99	\$9,002.04	<b>Monthly</b>
	\$3,323.83	\$3,427.70	\$3,531.57	\$3,635.44	\$3,739.31	\$3,843.18	\$3,947.05	\$4,050.92	\$4,154.79	<b>Bi-Weekly</b>
	\$41.55	\$42.85	\$44.14	\$45.44	\$46.74	\$48.04	\$49.34	\$50.64	\$51.93	<b>Hourly</b>
<b>Vector Ecologist</b> est prior to 2009	\$81,483.01	\$84,029.35	\$86,575.69	\$89,122.04	\$91,668.38	\$94,214.73	\$96,761.07	\$99,307.41	\$101,853.76	<b>Annual</b>
	\$6,790.25	\$7,002.45	\$7,214.64	\$7,426.84	\$7,639.03	\$7,851.23	\$8,063.42	\$8,275.62	\$8,487.81	<b>Monthly</b>
	\$3,133.96	\$3,231.90	\$3,329.83	\$3,427.77	\$3,525.71	\$3,623.64	\$3,721.58	\$3,819.52	\$3,917.45	<b>Bi-Weekly</b>
	\$39.17	\$40.40	\$41.62	\$42.85	\$44.07	\$45.30	\$46.52	\$47.74	\$48.97	<b>Hourly</b>
<b>Assistant Vector Ecologist</b> est Jul 2015	\$68,984.61	\$71,140.38	\$73,296.15	\$75,451.91	\$77,607.68	\$79,763.45	\$81,919.22	\$84,074.99	\$86,230.76	<b>Annual</b>
	\$5,748.72	\$5,928.36	\$6,108.01	\$6,287.66	\$6,467.31	\$6,646.95	\$6,826.60	\$7,006.25	\$7,185.90	<b>Monthly</b>
	\$2,653.25	\$2,736.17	\$2,819.08	\$2,902.00	\$2,984.91	\$3,067.83	\$3,150.74	\$3,233.65	\$3,316.57	<b>Bi-Weekly</b>
	\$33.17	\$34.20	\$35.24	\$36.27	\$37.31	\$38.35	\$39.38	\$40.42	\$41.46	<b>Hourly</b>
<b>Operations Coordinator</b> est Sep 2011	\$81,483.01	\$84,029.35	\$86,575.69	\$89,122.04	\$91,668.38	\$94,214.73	\$96,761.07	\$99,307.41	\$101,853.76	<b>Annual</b>
	\$6,790.25	\$7,002.45	\$7,214.64	\$7,426.84	\$7,639.03	\$7,851.23	\$8,063.42	\$8,275.62	\$8,487.81	<b>Monthly</b>
	\$3,133.96	\$3,231.90	\$3,329.83	\$3,427.77	\$3,525.71	\$3,623.64	\$3,721.58	\$3,819.52	\$3,917.45	<b>Bi-Weekly</b>
	\$39.17	\$40.40	\$41.62	\$42.85	\$44.07	\$45.30	\$46.52	\$47.74	\$48.97	<b>Hourly</b>
<b>Education Specialist</b> est prior to 2009	\$66,548.03	\$68,627.65	\$70,707.28	\$72,786.90	\$74,866.53	\$76,946.16	\$79,025.78	\$81,105.41	\$83,185.03	<b>Annual</b>
	\$5,545.67	\$5,718.97	\$5,892.27	\$6,065.58	\$6,238.88	\$6,412.18	\$6,585.48	\$6,758.78	\$6,932.09	<b>Monthly</b>
	\$2,559.54	\$2,639.53	\$2,719.51	\$2,799.50	\$2,879.48	\$2,959.47	\$3,039.45	\$3,119.44	\$3,199.42	<b>Bi-Weekly</b>
	\$31.99	\$32.99	\$33.99	\$34.99	\$35.99	\$36.99	\$37.99	\$38.99	\$39.99	<b>Hourly</b>
<b>Fleet Mechanic</b> est prior to 2009	\$69,242.20	\$71,406.02	\$73,569.84	\$75,733.66	\$77,897.48	\$80,061.30	\$82,225.12	\$84,388.93	\$86,552.75	<b>Annual</b>
	\$5,770.18	\$5,950.50	\$6,130.82	\$6,311.14	\$6,491.46	\$6,671.77	\$6,852.09	\$7,032.41	\$7,212.73	<b>Monthly</b>
	\$2,663.16	\$2,746.39	\$2,829.61	\$2,912.83	\$2,996.06	\$3,079.28	\$3,162.50	\$3,245.73	\$3,328.95	<b>Bi-Weekly</b>
	\$33.29	\$34.33	\$35.37	\$36.41	\$37.45	\$38.49	\$39.53	\$40.57	\$41.61	<b>Hourly</b>

**Salary Schedule FY 2019-20**

**PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	<b>Annual</b>	<b>\$0.00</b>
<b>Vector Control Specialist III</b> est prior to 2009	\$69,242.20	\$71,406.02	\$73,569.84	\$75,733.66	\$77,897.48	\$80,061.30	\$82,225.12	\$84,388.93	\$86,552.75	<b>Annual</b>	\$0.00
	\$5,770.18	\$5,950.50	\$6,130.82	\$6,311.14	\$6,491.46	\$6,671.77	\$6,852.09	\$7,032.41	\$7,212.73	<b>Monthly</b>	
	\$2,663.16	\$2,746.39	\$2,829.61	\$2,912.83	\$2,996.06	\$3,079.28	\$3,162.50	\$3,245.73	\$3,328.95	<b>Bi-Weekly</b>	
	\$33.29	\$34.33	\$35.37	\$36.41	\$37.45	\$38.49	\$39.53	\$40.57	\$41.61	<b>Hourly</b>	
<b>Vector Control Specialist II</b> est prior to 2009	\$60,785.63	\$62,685.18	\$64,584.73	\$66,484.29	\$68,383.84	\$70,283.39	\$72,182.94	\$74,082.49	\$75,982.04	<b>Annual</b>	
	\$5,065.47	\$5,223.77	\$5,382.06	\$5,540.36	\$5,698.65	\$5,856.95	\$6,015.24	\$6,173.54	\$6,331.84	<b>Monthly</b>	
	\$2,337.91	\$2,410.97	\$2,484.03	\$2,557.09	\$2,630.15	\$2,703.21	\$2,776.27	\$2,849.33	\$2,922.39	<b>Bi-Weekly</b>	
	\$29.22	\$30.14	\$31.05	\$31.96	\$32.88	\$33.79	\$34.70	\$35.62	\$36.53	<b>Hourly</b>	
<b>Vector Control Specialist I</b> est prior to 2009	\$48,932.44	\$50,461.58	\$51,990.72	\$53,519.86	\$55,049.00	\$56,578.14	\$58,107.28	\$59,636.41	\$61,165.55	<b>Annual</b>	
	\$4,077.70	\$4,205.13	\$4,332.56	\$4,459.99	\$4,587.42	\$4,714.84	\$4,842.27	\$4,969.70	\$5,097.13	<b>Monthly</b>	
	\$1,882.02	\$1,940.83	\$1,999.64	\$2,058.46	\$2,117.27	\$2,176.08	\$2,234.90	\$2,293.71	\$2,352.52	<b>Bi-Weekly</b>	
	\$23.53	\$24.26	\$25.00	\$25.73	\$26.47	\$27.20	\$27.94	\$28.67	\$29.41	<b>Hourly</b>	
<b>Administrative Assistant</b> est prior to 2009	\$63,732.25	\$65,723.89	\$67,715.52	\$69,707.15	\$71,698.78	\$73,690.42	\$75,682.05	\$77,673.68	\$79,665.32	<b>Annual</b>	
	\$5,311.02	\$5,476.99	\$5,642.96	\$5,808.93	\$5,974.90	\$6,140.87	\$6,306.84	\$6,472.81	\$6,638.78	<b>Monthly</b>	
	\$2,451.24	\$2,527.84	\$2,604.44	\$2,681.04	\$2,757.65	\$2,834.25	\$2,910.85	\$2,987.45	\$3,064.05	<b>Bi-Weekly</b>	
	\$30.64	\$31.60	\$32.56	\$33.51	\$34.47	\$35.43	\$36.39	\$37.34	\$38.30	<b>Hourly</b>	
<b>Exec Asst/Clerk of the Board</b> est prior to 2009	\$62,272.69	\$64,218.71	\$66,164.73	\$68,110.75	\$70,056.77	\$72,002.79	\$73,948.81	\$75,894.84	\$77,840.86	<b>Annual</b>	
	\$5,189.39	\$5,351.56	\$5,513.73	\$5,675.90	\$5,838.06	\$6,000.23	\$6,162.40	\$6,324.57	\$6,486.74	<b>Monthly</b>	
	\$2,395.10	\$2,469.95	\$2,544.80	\$2,619.64	\$2,694.49	\$2,769.34	\$2,844.19	\$2,919.03	\$2,993.88	<b>Bi-Weekly</b>	
	\$29.94	\$30.87	\$31.81	\$32.75	\$33.68	\$34.62	\$35.55	\$36.49	\$37.42	<b>Hourly</b>	
<b>Data Analyst</b> est Jul 2015	\$55,605.11	\$57,342.77	\$59,080.43	\$60,818.09	\$62,555.75	\$64,293.41	\$66,031.07	\$67,768.73	\$69,506.39	<b>Annual</b>	
	\$4,633.76	\$4,778.56	\$4,923.37	\$5,068.17	\$5,212.98	\$5,357.78	\$5,502.59	\$5,647.39	\$5,792.20	<b>Monthly</b>	
	\$2,138.66	\$2,205.49	\$2,272.32	\$2,339.16	\$2,405.99	\$2,472.82	\$2,539.66	\$2,606.49	\$2,673.32	<b>Bi-Weekly</b>	
	\$26.73	\$27.57	\$28.40	\$29.24	\$30.07	\$30.91	\$31.75	\$32.58	\$33.42	<b>Hourly</b>	
<b>Communications Specialist</b> revised Jul 2018	\$53,721.99	\$55,400.80	\$57,079.61	\$58,758.42	\$60,437.24	\$62,116.05	\$63,794.86	\$65,473.67	\$67,152.49	<b>Annual</b>	
	\$4,476.83	\$4,616.73	\$4,756.63	\$4,896.54	\$5,036.44	\$5,176.34	\$5,316.24	\$5,456.14	\$5,596.04	<b>Monthly</b>	
	\$2,066.23	\$2,130.80	\$2,195.37	\$2,259.94	\$2,324.51	\$2,389.08	\$2,453.65	\$2,518.22	\$2,582.79	<b>Bi-Weekly</b>	
	\$25.83	\$26.64	\$27.44	\$28.25	\$29.06	\$29.86	\$30.67	\$31.48	\$32.28	<b>Hourly</b>	
<b>Facility Maintenance</b> revised Jul 2018	\$60,785.63	\$62,685.18	\$64,584.73	\$66,484.29	\$68,383.84	\$70,283.39	\$72,182.94	\$74,082.49	\$75,982.04	<b>Annual</b>	
	\$5,065.47	\$5,223.77	\$5,382.06	\$5,540.36	\$5,698.65	\$5,856.95	\$6,015.24	\$6,173.54	\$6,331.84	<b>Monthly</b>	
	\$2,337.91	\$2,410.97	\$2,484.03	\$2,557.09	\$2,630.15	\$2,703.21	\$2,776.27	\$2,849.33	\$2,922.39	<b>Bi-Weekly</b>	
	\$29.22	\$30.14	\$31.05	\$31.96	\$32.88	\$33.79	\$34.70	\$35.62	\$36.53	<b>Hourly</b>	
<b>Customer Service Rep I</b> revised Jul 2018	\$42,818.69	\$44,156.77	\$45,494.85	\$46,832.94	\$48,171.02	\$49,509.11	\$50,847.19	\$52,185.27	\$53,523.36	<b>Annual</b>	
	\$3,568.22	\$3,679.73	\$3,791.24	\$3,902.74	\$4,014.25	\$4,125.76	\$4,237.27	\$4,348.77	\$4,460.28	<b>Monthly</b>	
	\$1,646.87	\$1,698.34	\$1,749.80	\$1,801.27	\$1,852.73	\$1,904.20	\$1,955.66	\$2,007.13	\$2,058.59	<b>Bi-Weekly</b>	
	\$20.59	\$21.23	\$21.87	\$22.52	\$23.16	\$23.80	\$24.45	\$25.09	\$25.73	<b>Hourly</b>	
<b>Outreach Assistant</b> est Jul 2019	\$50,323.22	\$51,895.82	\$53,468.43	\$55,041.03	\$56,613.63	\$58,186.23	\$59,758.83	\$61,331.43	\$62,904.03	<b>Annual</b>	
	\$4,193.60	\$4,324.65	\$4,455.70	\$4,586.75	\$4,717.80	\$4,848.85	\$4,979.90	\$5,110.95	\$5,242.00	<b>Monthly</b>	
	\$1,935.51	\$1,995.99	\$2,056.48	\$2,116.96	\$2,177.45	\$2,237.93	\$2,298.42	\$2,358.90	\$2,419.39	<b>Bi-Weekly</b>	
	\$24.19	\$24.95	\$25.71	\$26.46	\$27.22	\$27.97	\$28.73	\$29.49	\$30.24	<b>Hourly</b>	
<b>HR-Finance Assistant</b> est Jul 2019	\$55,626.66	\$57,365.00	\$59,103.33	\$60,841.66	\$62,580.00	\$64,318.33	\$66,056.66	\$67,795.00	\$69,533.33	<b>Annual</b>	
	\$4,635.56	\$4,780.42	\$4,925.28	\$5,070.14	\$5,215.00	\$5,359.86	\$5,504.72	\$5,649.58	\$5,794.44	<b>Monthly</b>	
	\$2,139.49	\$2,206.35	\$2,273.21	\$2,340.06	\$2,406.92	\$2,473.78	\$2,540.64	\$2,607.50	\$2,674.36	<b>Bi-Weekly</b>	
	\$26.74	\$27.58	\$28.42	\$29.25	\$30.09	\$30.92	\$31.76	\$32.59	\$33.43	<b>Hourly</b>	
<b>Limited Term Vector Control Tech</b>	\$14.98	\$15.45	\$15.92	\$16.39	\$16.85	\$17.32	\$17.79	\$18.26	\$18.73	<b>Hourly</b>	

**Salary Schedule FY 2019-20**

**PERS Classic Employees, Partial (4%) Employer Paid Member Contribution (EPMC) Hired Between Jan 1, 2010 and Dec 31, 2012**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>Extra-help VC Technician</b> est prior to 2009	\$13.33	\$13.74	\$14.16	\$14.57	\$14.99	\$15.41	\$15.82	\$16.24	\$16.66	<b>Hourly</b>
<b>Extra-help Asst. Vec. Ecologist</b> est prior to 2009	\$15.77	\$16.26	\$16.75	\$17.25	\$17.74	\$18.23	\$18.73	\$19.22	\$19.71	<b>Hourly</b>
<b>Extra-help Outreach Assistant</b>	\$13.36	\$13.78	\$14.19	\$14.61	\$15.03	\$15.44	\$15.86	\$16.28	\$16.70	<b>Hourly</b>



**Salary Schedule Fiscal Year 2018-2019 for Employees Hired After December 31, 2012 PEPRA**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>District Manager</b>	\$121,014.75	\$124,796.46	\$128,578.17	\$132,359.88	\$136,141.59	\$139,923.30	\$143,705.01	\$147,486.72	\$151,268.43	<b>Annual</b>
	\$10,084.56	\$10,399.70	\$10,714.85	\$11,029.99	\$11,345.13	\$11,660.28	\$11,975.42	\$12,290.56	\$12,605.70	<b>Monthly</b>
	\$4,654.41	\$4,799.86	\$4,945.31	\$5,090.76	\$5,236.22	\$5,381.67	\$5,527.12	\$5,672.57	\$5,818.02	<b>Bi-Weekly</b>
	\$58.18	\$60.00	\$61.82	\$63.63	\$65.45	\$67.27	\$69.09	\$70.91	\$72.73	<b>Hourly</b>
<b>Scientific Program Manager</b>	\$93,352.03	\$96,269.28	\$99,186.53	\$102,103.78	\$105,021.03	\$107,938.29	\$110,855.54	\$113,772.79	\$116,690.04	<b>Annual</b>
	\$7,779.34	\$8,022.44	\$8,265.54	\$8,508.65	\$8,751.75	\$8,994.86	\$9,237.96	\$9,481.07	\$9,724.17	<b>Monthly</b>
	\$3,590.46	\$3,702.66	\$3,814.87	\$3,927.07	\$4,039.27	\$4,151.47	\$4,263.67	\$4,375.88	\$4,488.08	<b>Bi-Weekly</b>
	\$44.88	\$46.28	\$47.69	\$49.09	\$50.49	\$51.89	\$53.30	\$54.70	\$56.10	<b>Hourly</b>
<b>Operations Manager</b>	\$93,352.03	\$96,269.28	\$99,186.53	\$102,103.78	\$105,021.03	\$107,938.29	\$110,855.54	\$113,772.79	\$116,690.04	<b>Annual</b>
	\$7,779.34	\$8,022.44	\$8,265.54	\$8,508.65	\$8,751.75	\$8,994.86	\$9,237.96	\$9,481.07	\$9,724.17	<b>Monthly</b>
	\$3,590.46	\$3,702.66	\$3,814.87	\$3,927.07	\$4,039.27	\$4,151.47	\$4,263.67	\$4,375.88	\$4,488.08	<b>Bi-Weekly</b>
	\$44.88	\$46.28	\$47.69	\$49.09	\$50.49	\$51.89	\$53.30	\$54.70	\$56.10	<b>Hourly</b>
<b>Public Information Officer</b>	\$79,958.32	\$82,457.02	\$84,955.72	\$87,454.42	\$89,953.11	\$92,451.81	\$94,950.51	\$97,449.21	\$99,947.90	<b>Annual</b>
	\$6,663.19	\$6,871.42	\$7,079.64	\$7,287.87	\$7,496.09	\$7,704.32	\$7,912.54	\$8,120.77	\$8,328.99	<b>Monthly</b>
	\$3,075.32	\$3,171.42	\$3,267.53	\$3,363.63	\$3,459.74	\$3,555.84	\$3,651.94	\$3,748.05	\$3,844.15	<b>Bi-Weekly</b>
	\$38.44	\$39.64	\$40.84	\$42.05	\$43.25	\$44.45	\$45.65	\$46.85	\$48.05	<b>Hourly</b>
<b>Office Manager</b>	\$79,958.32	\$82,457.02	\$84,955.72	\$87,454.42	\$89,953.11	\$92,451.81	\$94,950.51	\$97,449.21	\$99,947.90	<b>Annual</b>
	\$6,663.19	\$6,871.42	\$7,079.64	\$7,287.87	\$7,496.09	\$7,704.32	\$7,912.54	\$8,120.77	\$8,328.99	<b>Monthly</b>
	\$3,075.32	\$3,171.42	\$3,267.53	\$3,363.63	\$3,459.74	\$3,555.84	\$3,651.94	\$3,748.05	\$3,844.15	<b>Bi-Weekly</b>
	\$38.44	\$39.64	\$40.84	\$42.05	\$43.25	\$44.45	\$45.65	\$46.85	\$48.05	<b>Hourly</b>
<b>Senior Vector Ecologist</b>	\$84,016.73	\$86,642.26	\$89,267.78	\$91,893.30	\$94,518.82	\$97,144.35	\$99,769.87	\$102,395.39	\$105,020.92	<b>Annual</b>
	\$7,001.39	\$7,220.19	\$7,438.98	\$7,657.78	\$7,876.57	\$8,095.36	\$8,314.16	\$8,532.95	\$8,751.74	<b>Monthly</b>
	\$3,231.41	\$3,332.39	\$3,433.38	\$3,534.36	\$3,635.34	\$3,736.32	\$3,837.30	\$3,938.28	\$4,039.27	<b>Bi-Weekly</b>
	\$40.39	\$41.65	\$42.92	\$44.18	\$45.44	\$46.70	\$47.97	\$49.23	\$50.49	<b>Hourly</b>
<b>Vector Ecologist</b>	\$79,217.38	\$81,692.92	\$84,168.47	\$86,644.01	\$89,119.55	\$91,595.09	\$94,070.64	\$96,546.18	\$99,021.72	<b>Annual</b>
	\$6,601.45	\$6,807.74	\$7,014.04	\$7,220.33	\$7,426.63	\$7,632.92	\$7,839.22	\$8,045.52	\$8,251.81	<b>Monthly</b>
	\$3,046.82	\$3,142.04	\$3,237.25	\$3,332.46	\$3,427.68	\$3,522.89	\$3,618.10	\$3,713.31	\$3,808.53	<b>Bi-Weekly</b>
	\$38.09	\$39.28	\$40.47	\$41.66	\$42.85	\$44.04	\$45.23	\$46.42	\$47.61	<b>Hourly</b>
<b>Assistant Vector Ecologist</b>	\$67,066.51	\$69,162.34	\$71,258.17	\$73,354.00	\$75,449.83	\$77,545.66	\$79,641.48	\$81,737.31	\$83,833.14	<b>Annual</b>
	\$5,588.88	\$5,763.53	\$5,938.18	\$6,112.83	\$6,287.49	\$6,462.14	\$6,636.79	\$6,811.44	\$6,986.10	<b>Monthly</b>
	\$2,579.48	\$2,660.09	\$2,740.70	\$2,821.31	\$2,901.92	\$2,982.53	\$3,063.13	\$3,143.74	\$3,224.35	<b>Bi-Weekly</b>
	\$32.24	\$33.25	\$34.26	\$35.27	\$36.27	\$37.28	\$38.29	\$39.30	\$40.30	<b>Hourly</b>
<b>Operations Coordinator</b>	\$79,217.38	\$81,692.92	\$84,168.47	\$86,644.01	\$89,119.55	\$91,595.09	\$94,070.64	\$96,546.18	\$99,021.72	<b>Annual</b>
	\$6,601.45	\$6,807.74	\$7,014.04	\$7,220.33	\$7,426.63	\$7,632.92	\$7,839.22	\$8,045.52	\$8,251.81	<b>Monthly</b>
	\$3,046.82	\$3,142.04	\$3,237.25	\$3,332.46	\$3,427.68	\$3,522.89	\$3,618.10	\$3,713.31	\$3,808.53	<b>Bi-Weekly</b>
	\$38.09	\$39.28	\$40.47	\$41.66	\$42.85	\$44.04	\$45.23	\$46.42	\$47.61	<b>Hourly</b>
<b>Education Specialist</b>	\$64,697.67	\$66,719.47	\$68,741.28	\$70,763.08	\$72,784.88	\$74,806.68	\$76,828.49	\$78,850.29	\$80,872.09	<b>Annual</b>
	\$5,391.47	\$5,559.96	\$5,728.44	\$5,896.92	\$6,065.41	\$6,233.89	\$6,402.37	\$6,570.86	\$6,739.34	<b>Monthly</b>
	\$2,488.37	\$2,566.13	\$2,643.90	\$2,721.66	\$2,799.42	\$2,877.18	\$2,954.94	\$3,032.70	\$3,110.47	<b>Bi-Weekly</b>
	\$31.10	\$32.08	\$33.05	\$34.02	\$34.99	\$35.96	\$36.94	\$37.91	\$38.88	<b>Hourly</b>
<b>Fleet Mechanic</b>	\$67,316.94	\$69,420.59	\$71,524.25	\$73,627.90	\$75,731.56	\$77,835.21	\$79,938.87	\$82,042.52	\$84,146.18	<b>Annual</b>
	\$5,609.75	\$5,785.05	\$5,960.35	\$6,135.66	\$6,310.96	\$6,486.27	\$6,661.57	\$6,836.88	\$7,012.18	<b>Monthly</b>
	\$2,589.11	\$2,670.02	\$2,750.93	\$2,831.84	\$2,912.75	\$2,993.66	\$3,074.57	\$3,155.48	\$3,236.39	<b>Bi-Weekly</b>
	\$32.36	\$33.38	\$34.39	\$35.40	\$36.41	\$37.42	\$38.43	\$39.44	\$40.45	<b>Hourly</b>

**Salary Schedule Fiscal Year 2018-2019 for Employees Hired After December 31, 2012 PEPRA**

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
<b>Vector Control Specialist III</b>	\$67,316.94	\$69,420.59	\$71,524.25	\$73,627.90	\$75,731.56	\$77,835.21	\$79,938.87	\$82,042.52	\$84,146.18	<b>Annual</b>
	\$5,609.75	\$5,785.05	\$5,960.35	\$6,135.66	\$6,310.96	\$6,486.27	\$6,661.57	\$6,836.88	\$7,012.18	<b>Monthly</b>
	\$2,589.11	\$2,670.02	\$2,750.93	\$2,831.84	\$2,912.75	\$2,993.66	\$3,074.57	\$3,155.48	\$3,236.39	<b>Bi-Weekly</b>
	\$32.36	\$33.38	\$34.39	\$35.40	\$36.41	\$37.42	\$38.43	\$39.44	\$40.45	<b>Hourly</b>
<b>Vector Control Specialist II</b>	\$59,095.50	\$60,942.23	\$62,788.97	\$64,635.70	\$66,482.43	\$68,329.17	\$70,175.90	\$72,022.64	\$73,869.37	<b>Annual</b>
	\$4,924.62	\$5,078.52	\$5,232.41	\$5,386.31	\$5,540.20	\$5,694.10	\$5,847.99	\$6,001.89	\$6,155.78	<b>Monthly</b>
	\$2,272.90	\$2,343.93	\$2,414.96	\$2,485.99	\$2,557.02	\$2,628.04	\$2,699.07	\$2,770.10	\$2,841.13	<b>Bi-Weekly</b>
	\$28.41	\$29.30	\$30.19	\$31.07	\$31.96	\$32.85	\$33.74	\$34.63	\$35.51	<b>Hourly</b>
<b>Vector Control Specialist I</b>	\$47,571.88	\$49,058.50	\$50,545.12	\$52,031.75	\$53,518.37	\$55,004.99	\$56,491.61	\$57,978.23	\$59,464.85	<b>Annual</b>
	\$3,964.32	\$4,088.21	\$4,212.09	\$4,335.98	\$4,459.86	\$4,583.75	\$4,707.63	\$4,831.52	\$4,955.40	<b>Monthly</b>
	\$1,829.69	\$1,886.87	\$1,944.04	\$2,001.22	\$2,058.40	\$2,115.58	\$2,172.75	\$2,229.93	\$2,287.11	<b>Bi-Weekly</b>
	\$22.87	\$23.59	\$24.30	\$25.02	\$25.73	\$26.44	\$27.16	\$27.87	\$28.59	<b>Hourly</b>
<b>Administrative Assistant</b>	\$61,960.19	\$63,896.45	\$65,832.70	\$67,768.96	\$69,705.22	\$71,641.47	\$73,577.73	\$75,513.98	\$77,450.24	<b>Annual</b>
	\$5,163.35	\$5,324.70	\$5,486.06	\$5,647.41	\$5,808.77	\$5,970.12	\$6,131.48	\$6,292.83	\$6,454.19	<b>Monthly</b>
	\$2,383.08	\$2,457.56	\$2,532.03	\$2,606.50	\$2,680.97	\$2,755.44	\$2,829.91	\$2,904.38	\$2,978.86	<b>Bi-Weekly</b>
	\$29.79	\$30.72	\$31.65	\$32.58	\$33.51	\$34.44	\$35.37	\$36.30	\$37.24	<b>Hourly</b>
<b>Exec Asst/Clerk of the Board</b>	\$60,541.20	\$62,433.11	\$64,325.02	\$66,216.94	\$68,108.85	\$70,000.76	\$71,892.67	\$73,784.59	\$75,676.50	<b>Annual</b>
	\$5,045.10	\$5,202.76	\$5,360.42	\$5,518.08	\$5,675.74	\$5,833.40	\$5,991.06	\$6,148.72	\$6,306.37	<b>Monthly</b>
	\$2,328.51	\$2,401.27	\$2,474.04	\$2,546.81	\$2,619.57	\$2,692.34	\$2,765.10	\$2,837.87	\$2,910.63	<b>Bi-Weekly</b>
	\$29.11	\$30.02	\$30.93	\$31.84	\$32.74	\$33.65	\$34.56	\$35.47	\$36.38	<b>Hourly</b>
<b>Data Analyst</b>	\$54,059.02	\$55,748.37	\$57,437.71	\$59,127.06	\$60,816.40	\$62,505.75	\$64,195.09	\$65,884.44	\$67,573.78	<b>Annual</b>
	\$4,504.92	\$4,645.70	\$4,786.48	\$4,927.25	\$5,068.03	\$5,208.81	\$5,349.59	\$5,490.37	\$5,631.15	<b>Monthly</b>
	\$2,079.19	\$2,144.17	\$2,209.14	\$2,274.12	\$2,339.09	\$2,404.07	\$2,469.04	\$2,534.02	\$2,598.99	<b>Bi-Weekly</b>
	\$25.99	\$26.80	\$27.61	\$28.43	\$29.24	\$30.05	\$30.86	\$31.68	\$32.49	<b>Hourly</b>
<b>Communications Specialist</b>	\$52,228.26	\$53,860.39	\$55,492.53	\$57,124.66	\$58,756.79	\$60,388.93	\$62,021.06	\$63,653.19	\$65,285.33	<b>Annual</b>
	\$4,352.36	\$4,488.37	\$4,624.38	\$4,760.39	\$4,896.40	\$5,032.41	\$5,168.42	\$5,304.43	\$5,440.44	<b>Monthly</b>
	\$2,008.78	\$2,071.55	\$2,134.33	\$2,197.10	\$2,259.88	\$2,322.65	\$2,385.43	\$2,448.20	\$2,510.97	<b>Bi-Weekly</b>
	\$25.11	\$25.89	\$26.68	\$27.46	\$28.25	\$29.03	\$29.82	\$30.60	\$31.39	<b>Hourly</b>
<b>Facility Maintenance</b>	\$59,095.50	\$60,942.23	\$62,788.97	\$64,635.70	\$66,482.43	\$68,329.17	\$70,175.90	\$72,022.64	\$73,869.37	<b>Annual</b>
	\$4,924.62	\$5,078.52	\$5,232.41	\$5,386.31	\$5,540.20	\$5,694.10	\$5,847.99	\$6,001.89	\$6,155.78	<b>Monthly</b>
	\$2,272.90	\$2,343.93	\$2,414.96	\$2,485.99	\$2,557.02	\$2,628.04	\$2,699.07	\$2,770.10	\$2,841.13	<b>Bi-Weekly</b>
	\$28.41	\$29.30	\$30.19	\$31.07	\$31.96	\$32.85	\$33.74	\$34.63	\$35.51	<b>Hourly</b>
<b>Customer Service Rep I revised Jul 2018</b>	\$41,628.12	\$42,929.00	\$44,229.88	\$45,530.76	\$46,831.64	\$48,132.51	\$49,433.39	\$50,734.27	\$52,035.15	<b>Annual</b>
	\$3,469.01	\$3,577.42	\$3,685.82	\$3,794.23	\$3,902.64	\$4,011.04	\$4,119.45	\$4,227.86	\$4,336.26	<b>Monthly</b>
	\$1,601.08	\$1,651.12	\$1,701.15	\$1,751.18	\$1,801.22	\$1,851.25	\$1,901.28	\$1,951.32	\$2,001.35	<b>Bi-Weekly</b>
	\$20.01	\$20.64	\$21.26	\$21.89	\$22.52	\$23.14	\$23.77	\$24.39	\$25.02	<b>Hourly</b>
<b>Outreach Assistant est July 2019</b>	\$48,923.99	\$50,452.87	\$51,981.74	\$53,510.62	\$55,039.49	\$56,568.37	\$58,097.24	\$59,626.12	\$61,154.99	<b>Annual</b>
	\$4,077.00	\$4,204.41	\$4,331.81	\$4,459.22	\$4,586.62	\$4,714.03	\$4,841.44	\$4,968.84	\$5,096.25	<b>Monthly</b>
	\$1,881.69	\$1,940.49	\$1,999.30	\$2,058.10	\$2,116.90	\$2,175.71	\$2,234.51	\$2,293.31	\$2,352.12	<b>Bi-Weekly</b>
	\$23.52	\$24.26	\$24.99	\$25.73	\$26.46	\$27.20	\$27.93	\$28.67	\$29.40	<b>Hourly</b>
<b>HR-Finance Assistant est July 2019</b>	\$54,079.98	\$55,769.98	\$57,459.97	\$59,149.97	\$60,839.97	\$62,529.97	\$64,219.97	\$65,909.97	\$67,599.97	<b>Annual</b>
	\$4,506.66	\$4,647.50	\$4,788.33	\$4,929.16	\$5,070.00	\$5,210.83	\$5,351.66	\$5,492.50	\$5,633.33	<b>Monthly</b>
	\$2,080.00	\$2,145.00	\$2,210.00	\$2,275.00	\$2,340.00	\$2,405.00	\$2,470.00	\$2,535.00	\$2,600.00	<b>Bi-Weekly</b>
	\$26.00	\$26.81	\$27.62	\$28.44	\$29.25	\$30.06	\$30.87	\$31.69	\$32.50	<b>Hourly</b>

**Salary Schedule Fiscal Year 2018-2019 for Employees Hired After December 31, 2012 PEPRA**

<b>Classification Title</b>	<b>Step 1</b>	<b>Step 1.5</b>	<b>Step 2</b>	<b>Step 2.5</b>	<b>Step 3</b>	<b>Step 3.5</b>	<b>Step 4</b>	<b>Step 4.5</b>	<b>Step 5</b>	
<b>Limited Term Vector Control Tech</b>	\$14.98	\$15.45	\$15.92	\$16.39	\$16.85	\$17.32	\$17.79	\$18.26	\$18.73	<b>Hourly</b>
<b>Extra-help VC Technician</b>	\$13.33	\$13.74	\$14.16	\$14.57	\$14.99	\$15.41	\$15.82	\$16.24	\$16.66	<b>Hourly</b>
<b>Extra-help Asst. Vec. Ecologist</b>	\$15.77	\$16.26	\$16.75	\$17.25	\$17.74	\$18.23	\$18.73	\$19.22	\$19.71	<b>Hourly</b>
<b>Extra-help Outreach Assistant</b>	\$13.36	\$13.78	\$14.19	\$14.61	\$15.03	\$15.44	\$15.86	\$16.28	\$16.70	<b>Hourly</b>

# San Gabriel Valley Mosquito and Vector Control District District Manager's Report

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**Date:** June 14, 2019 **Item 9**

**Meeting of:** San Gabriel Valley Mosquito and Vector Control District Board of Trustees

**Subject** Consider Approving Job Descriptions for Positions Proposed in Resolution 2019-01, FY 2019/20 Annual Budget

**Reference:** Attached

## Background

The proposed FY 2019/20 Annual Budget includes additional funds to support the creation of several new position that will greatly enhance our ability to educate our constituents, improve compliance and efficiency of our out-of-service swimming pool program, and better support the administrative functions of finance and human resources.

### Public Outreach and Education:

The District in-class youth education program, Eco Health, has been managed by one highly competent employee for the past 10 years. The program has evolved and improved over these many years, and now demand for the program outpaces our capacity to provide this valuable service. To expand the reach, availability, and quality of the Eco Health in-class youth education program, the addition of one full-time Education Specialist position is proposed in the FY2019/20 Annual Budget.

With the infestation area expansion and population proliferation of all three species of invasive *Aedes* mosquitoes in the San Gabriel Valley, educating each resident about the shared responsibility of vector control is of critical importance. To expand and improve comprehensive outreach and education programs available to our constituents, additional personnel is necessary to manage highly diversified media markets, and increase in-person community outreach. The addition of one full-time Outreach Assistant position has been proposed in the FY2019/20 Annual Budget.

### Operations:

A new program launched in 2018 to improve the maintenance frequency of out-of-service swimming pools, eliminate thousands of personnel hours spent on pool inspections, reduce pesticide applications, and foster positive relationships with our residents has redefined how out-of-service swimming pools are addressed in the industry. The tremendous success of this three-tiered notification and text

confirmation program requires a dedicated staff member to professionally manage the communication with participating residents on a daily basis. For that reason, a fulltime limited-term Virtual Specialist position is proposed in the FY 2019/20 Annual Budget.

**Administration:**

Since the introduction of invasive *Aedes* into the San Gabriel Valley in 2011, the number of employees (currently 42) has steadily risen to meet the demands of a robust West Nile virus suppression program, while simultaneously trying to slow the progression of invasive *Aedes* and their associated disease risk. With this increase in personnel, comes additional risk to the District from human resources legal compliance and adherence to financial rules and standards. Human resources and finance are currently being managed by just two fulltime employees that have reached their maximum reasonable daily workload. To ensure the District maintains the highest standard of adherence to employment and public finance laws and practices, the creation of one fulltime Human Resources and Finance Specialist position is proposed in the FY2019/20 Annual Budget.

**Manager's Recommendation**

Approve the proposed positions and job descriptions proposed in Resolution 2019-01, FY 2019/20 Annual Budget.

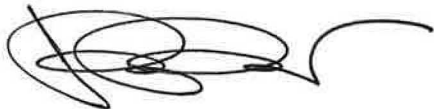
**Alternatives**

Deny the proposed positions and job descriptions proposed in Resolution 2019-01, FY 2019/20 Annual Budget.

**Financial Impact**

The total financial impact to the FY 2019/20 Annual Budget is \$579,374.00. The increase in personnel expenditures (salaries and benefits) is fully funded by the benefit assessment rate increase proposed in the FY2019/20 Annual Budget.

**Respectfully submitted,**



**Jared Dever  
District Manager**

## OUTREACH ASSISTANT

### POSITION DESCRIPTION

#### **Basic Functions:**

Under the direction of the Public Information Officer, the Outreach Assistant (OA) performs a variety of clerical, administrative support, and outreach-related activities that specifically assist the Communications Department in the daily function of the District's education and information programs. Other duties as assigned.

#### **Relationship:**

The Outreach Assistant is a Fair Labor Standards Act non-exempt position that is supervised by the Public Information Officer and works closely with the Education Specialist and Communications Specialist.

#### **Class Characteristics:**

The Outreach Assistant applies knowledge of vector control and all forms of communication to assist in developing and implementing the District's Communications Department.

#### **Duties:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The Outreach Assistant has the primary function of data entry, filing, writing, graphic design and editing. The Outreach Assistant may frequently assist with photography, videography, social media content development, curriculum development, and development of education and outreach materials. This position will maintain equipment and brochure inventories. In addition, the Outreach Assistant can be expected to assist with booking and working community events, school education events, and conduct presentations. This position will assist with various aspects of the outreach program, including other general office and outreach support.

#### **Minimum Qualifications:**

##### Knowledge of:

General clerical-data processing duties; electronic computerized record-keeping of data; performs clerical work using computer word processing to produce a variety of documents and correspondence, including spreadsheets, memos, letters, envelopes, forms and reports associated with the District's mosquito control and outreach programs; and answering of phone calls, as needed.

Ability to:

Maintain a standard paper filing system related to any written or transcribed data which is collected or processed and associated with the District's outreach programs; work congenially and cooperatively with others; assists with coordinating, setting-up, and staffing information booths at community events including those on evenings and weekends outside of regular work hours; learn communications, public health, and vector control concepts and terminology; communicate with the public effectively; place orders, stock, and maintain inventory of office supplies, brochures, and outreach materials; help maintain educational equipment and material and willingness to assist with field outreach and operational campaigns including mosquito surveillance campaigns in District neighborhoods.

Education and Experience:

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Two (2) years of clerical/administrative, or public relations, or communications experience.
- And graduation from high school or its equivalent.

**POST-OFFER PHYSICAL EXAMINATION:**

A medical doctor must certify that a candidate is physically able to perform the duties of the position, is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**FUNCTIONAL REQUIREMENTS:**

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.
- Speak and write effectively in English.
- Regularly\* sit for extended periods.
- Regularly\* operate a motor vehicle.
- Regularly\* perform repetitive motion associated with computer use and other office equipment.
- Occasionally\* traverse uneven ground such as fields, dirt banks, stream beds, and shallow ponds.
- Occasionally\* stand for extended periods.
- Occasionally\* bend at the knees and waist.
- Occasionally\* perform repetitive motion associated with computer usage.
- Occasionally\* sit for extended periods of time.

- \* Periodically- Activity or condition exists up to 25 percent of the time.
- \* Occasionally - Activity or condition exists from 25 to 50 percent of the time.
- \* Regularly - Activity or condition exists from 50 to 75 percent of the time.
- \* Frequently - Activity or condition exists 75 percent or more of the time.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Outreach Assistant must be insurable with District's insurance carrier.

Certificates:

The Outreach Assistant must be certified by the California Department of Health Services as a technician in Pesticide Safety and Mosquito Control within one year of employment and the certification must be maintained while employed.

Working Conditions:

The Outreach Assistant may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather and verbal confrontations with the public.

The Outreach Assistant must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

*The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.*



## Human Resources/Finance Assistant

### POSITION DESCRIPTION

#### Basic Functions:

Under general supervision, performs a variety of office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to the Office Manager; assists in completing various human resources studies and reports; and performs related work as required. Also performs a variety of specialized, para-professional accounting work in connection with the preparation, review, and maintenance of financial and statistical records; verifies, posts and records a variety of financial transactions; generates reports; and performs related work as required.

#### Relationship:

The Human Resources – Finance position is a Fair Labor Standards Act non-exempt position that is supervised by the Office Manager and works closely with the Administrative Assistant and Customer Service Representative I.

#### Class Characteristics:

This class is responsible for performing the full range of technical work in the following areas: recruitment, testing, and selection, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities as well as accounting related functions. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

#### Duties:

- Participates in the recruitment, testing, and selection of employees including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes, and scheduling and coordinating written performance tests and interviews; advertises and posts job bulletins; assists in proctoring examinations; constructs rating notebooks; prepares rater confirmation materials.
- Coordinates background check process for new hires; processes pre-employment physical examination paperwork.
- Answers questions regarding open positions; responds to requests for employment verification; receives and monitors employee garnishments.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining

accurate files.

- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Processes Personnel Action Forms (PAF's) involving terminations, resignations, promotions, and retirements; completes and submits unemployment insurance claims.
- Performs administrative work related to employee benefits programs that include plans such as retirement, health, life, dental, vision and; reconciles benefit invoices.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Participates in human resources projects and programs including health fair, training programs, open enrollment, and related events; coordinates meetings, workshops, special events and related program services and activities with other agencies and District departments.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public.
- Provides general administrative support to the administrative staff, including preparing correspondence, memoranda, and reports, coordinating conference and travel arrangements, processing warrants, handling petty cash and related funds, reconciling accounting statements, and maintaining schedules and records; attends Personnel and Policy Committee meetings and takes notes.
- Establishes and maintains employee personnel and benefits files and seasonal employee files.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Audits, balances, and reconciles ledgers, journals, accounting records and reports with control figures, examines accounts, researches discrepancies and posts correcting entries; reconciles bank statements.
- Participates in a variety of accounting activities, including accounts payable, accounts receivable, payroll and the preparation of departmental reports, audit of bills and invoices, and preparation of deposits.
- Processes employee payroll; enters timesheet data into software programs; identifies problems or issues and resolves with employee or supervisor as necessary to ensure accurate payroll.

**San Gabriel Valley Mosquito and Vector Control District**

Approved: [DATE]

- Creates new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Tracks, maintains, and reviews capital outlay invoices, and donated assets, and creates journal entries as an investment to fixed assets.
- Prepares travel, safety boot, and tuition reimbursements.
- Maintains credit card accounts; processes receipts and reconciles to credit card statements.
- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Assists customers, departments, and employees by providing answers and information regarding account information, discrepancies, and general accounting procedures; researches issues; and updates related files and departments on action items.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

**Minimum Qualifications:**Knowledge of:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and report writing.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and

spelling of words, rules of composition, and grammar.

- Principles and practices of accounting including governmental accounting.
- Principles and practices of data collection and report preparation.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Business arithmetic and basic financial and statistical techniques.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**San Gabriel Valley Mosquito and Vector Control District**

Approved: [DATE]

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Prepare a variety of financial data and supporting reports.
- Maintain accurate and current financial records.
- Assist in the preparation clear and concise financial transaction documents.
- Make thorough and accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in human resources management, business or public administration, or a related field; and, two (2) years of specialized human resources program technical support experience in a public agency setting. In addition, specialized bookkeeping or accounting training and two (2) years of para-professional accounting experience.

**POST-OFFER PHYSICAL EXAMINATION:**

A medical doctor must certify that a candidate is physically able to perform the duties of the position, is free of illegal substances as determined by a drug screen. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination and drug screen and the District shall pay all costs.

**FUNCTIONAL REQUIREMENTS:**

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.

- Speak and write effectively in English.
- Regularly\* sit for extended periods.
- Regularly\* perform repetitive motion associated with computer use and other office equipment.
- Occasionally\* stand for extended periods.
- Occasionally\* bend at the knees and waist.
- Occasionally\* perform repetitive motion associated with computer usage.
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- \* Periodically- Activity or condition exists up to 25 percent of the time.
- \* Occasionally - Activity or condition exists from 25 to 50 percent of the time.
- \* Regularly - Activity or condition exists from 50 to 75 percent of the time.
- \* Frequently - Activity or condition exists 75 percent or more of the time.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

License:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Certificates:

None

Working Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*The San Gabriel Valley Mosquito & Vector District reserves the right to modify, delete, augment, or supplement the duties, qualifications, and requirements stated at its sole and absolute discretion.*