

#6100

SALARIES

A 5% increase is proposed for the General Manager.

The District’s Seasonal Technician has worked for the District for twenty-two years, staff is proposing a 5% increase from \$21.00 hour to \$22 per hour for this position.

General Manager:	\$ 9,166.66 per month	
	<u>x 5%</u>	
	\$ 458.33	
	\$ 9,166.66	\$ 9,624.99
	<u>+ 458.33</u>	<u>x 12 months</u>
	\$ 9,624.99 per month	\$ 115,499.88
Seasonal:	\$ 21.00 per hour	\$ 22.00
	<u>x 5%</u>	<u>x 990 hours</u>
	\$ 22.00	\$21,780.00
Total:	\$ 115,499.88	
	<u>+ 21,780.00</u>	
	\$137,279.88 rounded off to \$138,000	

\$ 138,000 required for this account.

#6102

TRUSTEE FEES

California Health & Safety Code, Section 2030 reads as follows:

- (a) The members of the board of trustees shall serve without compensation.
- (b) The members of the board of trustees may receive their actual and necessary travelling and incidental expenses incurred while on official business. In lieu of paying for actual expenses, the board of trustees may by resolution provide for the allowance and payment to each trustee a sum not to exceed one hundred dollars (\$100) per month for expenses incurred while on official business. A trustee may waive the payments permitted by this subdivision.
- (c) Notwithstanding subdivision (a), the secretary of the board of trustees may receive compensation in an amount determined by the board of trustees.
- (d) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

\$ 6000 required for this account.

#6110

FICA

This amount is dependent on employees and Trustee compensation. Employers are federally obligated to pay 7.65% of all employee salaries to this fund.

$$\begin{array}{r}
 \$ 144,000.00 \\
 \underline{\quad \times \quad 7.65\%} \\
 \$ 11,016.00 \text{ rounded off to } \$11,500
 \end{array}$$

\$ 11,500.00 required for this account

#6111

HEALTH INSURANCE

The General Manager does not receive health insurance from the District. The cost of providing health insurance for the District’s Seasonal Technician for the year is approximately:

$$\begin{array}{r}
 \$ 450.00 \text{ – cost of premium} \\
 \underline{\quad \times \quad 6 \text{ months}} \\
 \$2,700.00
 \end{array}$$

\$ 2,700 required for this account.

#6120

WEST NILE VIRUS

This account is dedicated to any extra operational funds needed for control and surveillance of the West Nile virus. I recommend that the Board continue this funding for the foreseeable future while the West Nile virus threat is with us.

\$ 10,000 required for this account.

#6121

UNEMPLOYMENT INSURANCE

This amount is determined by each employee’s first \$7,000.00 earned in the calendar year. This amount is then multiplied by a percentage factor determined by the State’s Employment Development Dept. This year’s percentage factor, at the time of this writing remains the same at 6.2%, however with unemployment claims at record levels, an across the board increase may ensue. A 2% increase is added to current levels

$$\begin{array}{r}
 \$ 20,000.00 \text{ – subject wages} \\
 \underline{\quad \times \quad 8.2\%} \\
 \$ 1,640.00 \text{ rounded to } \$1,700
 \end{array}$$

\$ 1,700 required for this account.

#6130 MAINTENANCE OF EQUIPMENT

Anticipated expenses for 2020-2021:

Computer service	\$	400.00
Typewriter service		400.00
Copy Machine service		100.00
Spray Fogger service		<u>100.00</u>
	\$	1,000.00

\$ 1,000 required for this account.

#6131 LAUNDRY

The District has a contract with Cintas through 2024. When obtaining quotes from uniform companies last year, Cintas was by far the lowest, one of the reasons being that the District has been with Cintas for so long.

Last fiscal year, the District spent \$3,551 on this account. An anticipated 7% increase in rate will bring the total to:

\$ 3,551.00	\$ 3,551.00
<u>X 7%</u>	<u>+ 248.57</u>
\$ 248.57	\$ 3,799.57 rounded to 3,800.00

\$ 3,800 required for this account.

#6132 MAINTENANCE OF BUILDING

A one-time issue needs to be addressed; a bird exclusion cage needs to be constructed over the fishpond.

Bird exclusion cage	\$	10,000.00
Building alarm + permit		600.00
Fire bottle service		200.00
Fish food		500.00
Miscellaneous		<u>500.00</u>
	\$	11,800.00

\$ 12,000 required for this account.

#6140**MEMBERSHIPS, DUES**

MVCAC corporate dues fluctuate each year. Dues are determined by a member's operational expenses for the prior fiscal year multiplied by a factor determined by the Association, .009%.

MVCAC Corporate membership dues	\$	3,300.00
AMCA memberships		500.00
Calif. Special District Assn.		1,400.00
NACCHO		800.00
Employees' State Health Certificates		300.00
LAFCO		<u>150.00</u>
	\$	6,400.00

\$ 6,400 required for this account.

#6141**MISCELLANEOUS**

This account is for items or other expenditures that are not covered in the rest of the budget. The amount remains the same as last year,

\$ 400 required for this account.

#6142**OFFICE EXPENSE**

Anticipated expenses for 2020-2021:

Computer supplies, programs	\$	250.00
Postage		400.00
Toner for printer		1,000.00
Printing/copying		250.00
Internet/Telephones		2,200.00
Bottled water		100.00
Office supplies		<u>250.00</u>
	\$	4,445.00 =

\$ 4,500 required for this account.

#6143**MVCAC RESEARCH FEES**

In 2010-2011, the Mosquito Research Program (MRP) that was supported by the State the UC was discontinued. Historically, the District has donated \$500 for research fees.

\$ 500 required for this account.

#6145

PUBLIC EDUCATION

Funding the District’s PE efforts, its number one step in controlling mosquitoes is a priority and should include but not be limited to the following:

Printing – educational materials	\$	500.00
Direct Mailers		60,000.00
Multi Media consultant		36,000.00
Mosquito/Earth Day		60,000.00
Other undetermined materials		<u>1,000.00</u>
	\$	157,500.00

\$ 157,500 required for this account.

#6150

PROFESSIONAL SERVICES

Last year, the District budgeted \$50,300 for this account and spent \$17,780. One-time costs associated with the District annexation plan are included in the account.

Anticipated expenses for 2020-2021:

Auditor	\$	10,000.00
Accountant		2,400.00
Attorney, Consultant		5,000.00
Newspaper publishing		1,500.00
LA County Assessor		1,500.00
Board of Equalization		15,800.00
Training classes/webinars		300.00
CalPERS – GASB 68		1000.00
Safe Deposit Box		<u>75.00</u>
	\$	37,575.00 =

\$ 38,000 required for this account.

#6157

VACATION & SICK LEAVE REIMBURSEMENT

This account is dedicated to paying for unused vacation and/or sick leave for the District’s General Manager as per the District’s Policy Manual. District policy is to buy back vacation and sick leave hours at half-rate.

\$5,000 required for this account.

#6160

INSECTICIDES

Last year, the District spent \$500 in this account. The cost of pesticide expenses will be same as the prior fiscal year \$500

\$500 required for this account.

#6162

GAS, OIL & VEHICLE MAINTENANCE

The price of fuel and oil fluctuates rapidly. The District has two new vehicles that are maintained regularly so that they function properly and safely. Still, there are unforeseen circumstances, breakdowns, tires, etc.

Last year, the District budgeted \$11,500 in this account and spent \$8,600. Staff proposes lowering amount to reflect actual costs.

\$10,000 required for this account.

#6165

SCIENTIFIC EXPENSES

The District will again perform surveillance operations this year. Shipping materials, equipment to operate the mosquito traps, materials to test dead birds are some of the regular supplies that will be needed throughout the mosquito breeding season.

\$ 500 required for this account.

#6170

TAX COLLECTION EXPENSE

Last year the County charged \$11,800 for Tax Collection expenses. This year this account needs to be raised to reflect actual costs.

\$ 13,000 required for this account.

#6171

TRAVEL & TRANSPORTATION

The District belongs to four organizations, the Mosquito & Vector Control Association of California, (MVCAC), the American Mosquito Control Association, (AMCA), the California Special District Association, (CSDA) and the National Association of City and County Health Officers (NACCHO). For members to travel to any of these organizations annual conferences, by policy, the travel amount allocated to each member is \$3,500 per person.

The following is a list of anticipated travel for 2020-2021:

July 2020	NACCHO Annual Conference, Denver, CO
Aug 24-27, 2020	CSDA Annual Conference JW Marriott, Palm Desert
Jan-31 - Feb. 2, 2021	MVCAC Annual Conference Portola Hotel Monterey
Feb 26-Mar 5, 2021	AMCA Annual Conference Salt Lake City, UT
April 2021	MVCAC Legislative Day Sacramento
May 2021	AMCA Legislative Days Washington DC

\$ 21,000 required for this account.

#6172

UTILITIES

Last year, the District budgeted \$4,500 and spent \$4,665. This account will increase to reflect actual costs.

\$ 5,000 required for this account.

#6180

PERS – RETIREMENT

As per CalPERS, the District's contribution rate for 2020-2021, will be 9.442% of affected payroll. To help offset costs to Social Security, \$133.33 is deducted from employee's payroll and the contribution amount is calculated accordingly.

\$ 9,624.99
 - 133.33
 \$ 9,491.66

\$ 9,491.66
X 9.442%
 \$ 896.20 X 12 months = \$10,754.40 rounded to \$11,000

\$11,000.00 required for this account.

#6190 INSURANCE – GENERAL

Beginning in 1990. for insurances other than health, the District has been a member of self-insured group consisting of other mosquito and vector control districts, the Vector Control Joint Powers Agency (VCJPA).

For 2020-2021, the District will have a small increase of 4.86%. The District's insurance policies premiums for 2020-2021:

Workers Compensation	\$	6,396
Liability		3,500
Auto Physical Damage		188
Property		380
General Fund		<u>3,673</u>
	\$	14,137 rounded to 14,500.00

\$ 14,500 required for this account.

#6191 INSURANCE – RETROSPECTIVE ADJUSTMENTS

The District's insurance, Vector Control Joint Powers Agency (VCJPA,) after annual actuary valuations performed has stated there will not be a retrospective for the fiscal year.

#6195 EQUIPMENT PURCHASE

No equipment purchases anticipated for the year