



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
June 11, 2021 – 7:00 a.m.
1145 N. Azusa Canyon Road, West Covina, CA 91790

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:
Based on the mandates by the Governor in Executive Order 33-20 and the Los Angeles County Public Health Department "Safer at Home" declaration to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See District's Administrative Declaration of Local Emergency)
- The meeting will be conducted via teleconference using Zoom. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833.

Enter the Meeting ID# 658 616 453 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/658616453> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/658616453> using a computer with internet access that meets Zoom's system requirements

(see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 658 616 453.

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 5:00 AM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to district@sgvmosquito.org, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

1. Call to Order

1.1 Pledge of Allegiance

1.2 Roll Call

1.3 ORDER OF BUSINESS – Review and prioritization of Agenda Items including, if necessary, identification of any emergency items arising after posting of the Agenda and requiring action prior to next regular meeting.

2. 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.

3. Consent Calendar (Vote by Poll)

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.

3.1. List of Claims for the month of May 2021

3.2. Budget Status Report for May 2021*

3.3. Minutes of Board of Trustees Meeting May 2021*

3.4. Operations Report May 2021*

3.5. Surveillance Report May 2021*

3.6. Communications Report May 2021*

3.7. April 2021 Monthly Treasurer Report / District Working Balance for June 2021*

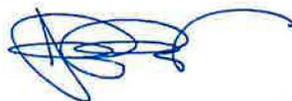
4. Presentation: none

5. Consider Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget. Fiscal Year 2021/22 Annual Budget* (EXHIBIT 5A,5B)
(Board President, Becky Shevlin)
 - President Reads the Item
 - President Declares the Public Hearing Open
 - President Requests Staff to Report any Communication(s)
 - Receive Staff Reports (District Manager)
 - President Calls for Public Testimony
 - President Closes the Public Hearing
 - Board Discussion
 - Board Motion and Vote
 - **Board Action Required:** If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget.
 - **Alternative Board Action:** If after the public hearing and discussion by members of this item, the Board may choose to deny approval of Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget.
6. District Administration
 - 6.1. Legislative efforts update, CalSURV.
7. Committee Reports
 - 7.1. Finance and Audit Committee
(Finance and Audit Committee Chair, Lloyd Johnson)
8. Trustee Reports
9. New Business
10. 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.



Jared Dever, District Manager
San Gabriel Valley Mosquito and Vector Control District
Board of Trustees

Notice to the Public

It is the intention of the San Gabriel Valley Mosquito and Vector Control District (District) to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

SAN GABRIEL VALLEY MVCD
Claims List
May 13, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	05/13/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	125.00
			6070 FLEX PREMIUMS (Flex Premiums)	313.65
			6070 FLEX PREMIUMS (Flex Premiums)	166.65
			6070 FLEX PREMIUMS (Flex Premiums)	262.50
			6070 FLEX PREMIUMS (Flex Premiums)	150.00
				<u>1,017.80</u>
EFT	05/13/2021	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance l	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance l	296.61
D307419			6070 Premiums, life - Cafeter (Voluntary Insurance l	1,414.38
			6070 Premiums, life - Cafeter (Voluntary Insurance l	275.44
			6070 Premiums, life - Cafeter (Voluntary Insurance l	54.95
				<u>2,264.85</u>
EFT	05/13/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
EFT	05/13/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,106.47
PR of 5/13/2021	05/13/2021		6200 RETIREMENT - CLASSIC (Employer Contribu	1,586.27
			6200 RETIREMENT - CLASSIC (Employer Contribu	360.27
			6201 RETIREMENT - PEPRA (Employer Contributic	139.30
			6201 RETIREMENT - PEPRA (Employer Contributic	2,628.61
			6201 RETIREMENT - PEPRA (Employer Contributic	1,590.51
			6201 RETIREMENT - PEPRA (Employer Contributic	848.98
			6201 RETIREMENT - PEPRA (Employer Contributic	100.45
				<u>9,025.01</u>
17994	05/13/2021	AMAZON.COM	6290 Supplies, Public Informati	52.06
			6280 SUPPLIES, OPERATIONS	46.37
acct ending in 5999			6188 MEDIA PRODUCTION	196.01
			6302 Supplies, Safety	28.48
			6188 MEDIA PRODUCTION	87.05

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6270 OFFICE SUPPLIES	18.14
			6270 OFFICE SUPPLIES	34.76
			6270 OFFICE SUPPLIES	13.79
			6280 SUPPLIES, OPERATIONS	297.80
			6188 MEDIA PRODUCTION	99.38
			6040 Building Maintenance	29.73
			6250 LABORATORY SUPPLIES	38.33
			6270 OFFICE SUPPLIES	16.96
			6290 Supplies, Public Informati	285.30
			6290 Supplies, Public Informati	25.73
			6270 OFFICE SUPPLIES	198.96
				<u>1,458.85</u>
17995	05/13/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	259.70
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
792287099			6332 Uniforms (Uniforms)	182.33
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	330.88
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	285.70
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.47
			6332 Uniforms (Uniforms)	408.31
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	42.52
				<u>1,951.32</u>
17996	05/13/2021	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				<u>260.09</u>
10333400				
17997	05/13/2021	CYPRESS HEATING & AIR CONDITIONING	6042 EQUIPMENT MAINTENANCE	525.00
				<u>525.00</u>
13354967				

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17998	05/13/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				<u>1,299.00</u>
10356-411				
17999	05/13/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	555.79
			6260 SUPPLIES, MECHANICAL	260.18
3690,3691,3710,3714,			6260 SUPPLIES, MECHANICAL	75.00
			6260 SUPPLIES, MECHANICAL	250.18
			6260 SUPPLIES, MECHANICAL	195.00
			6260 SUPPLIES, MECHANICAL	1,664.12
			6260 SUPPLIES, MECHANICAL	118.28
				<u>3,118.55</u>
18000	05/13/2021	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	120.00
			6080 Drug Screen - Hiring (Drug Screen Non-Samh)	90.00
4438-1027639			6080 Audio - Hiring (Audio with History)	45.00
			6080 T.B. Mantoux - Hiring (T.B. Mantoux)	15.00
			6080 Promotron (Promotron with History)	120.00
			6080 Chest Xray (Chest Xray 1 view)	35.00
				<u>425.00</u>
18001	05/13/2021	POOKYMEDIA LLC	6305 EDUCATION PROGRAM SUPPLIES	1,800.00
				<u>1,800.00</u>
021-01				
18002	05/13/2021	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	199.56
				<u>199.56</u>
63401055				

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18003	05/13/2021	QUADIENT /NEOPOST	6185 POSTAGE	237.60
				<u>237.60</u>
INV16366509				
18004	05/13/2021	RED WING SHOE STORE	6334 BOOTS	216.79
			6334 BOOTS	216.79
20210510026095			6334 BOOTS	137.22
				<u>620.80</u>
18005	05/13/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	130.64
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618	30.10
057-518-2100-9				<u>150.74</u>
18006	05/13/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	2,023.83
				<u>2,023.83</u>
702251011287				
18007	05/13/2021	STAPLES CREDIT PLAN	6270 OFFICE SUPPLIES	360.98
				<u>360.98</u>
Acct ending in 9187				
18008	05/13/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				<u>200.00</u>
OEAF3F59-0006				
18009	05/13/2021	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	660.00
SVC-A21104	05/10/2021		6046 PROFESSIONAL SERVICES - IT	620.00
				<u>2,055.00</u>
18010	05/13/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	170.37
			6260 SUPPLIES, MECHANICAL	410.00
2212			6260 SUPPLIES, MECHANICAL	598.00

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			6260 SUPPLIES, MECHANICAL	620.00
				<u>1,798.37</u>
18011	05/13/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
			6320 Office phones (Office phones)	787.91
142934525-0				<u>1,786.21</u>
18012	05/13/2021	WAXIE	6270 OFFICE SUPPLIES	226.70
				<u>226.70</u>
80001733				
18013	05/13/2021	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1,500.16
				<u>1,500.16</u>
5014915673				
18014	05/13/2021	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	936.00
				<u>936.00</u>
2666				
18015	05/13/2021	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	6,472.22
				<u>6,472.22</u>
71656361				
Total Accounts Payable for May 13, 2021				41,854.06

SAN GABRIEL VALLEY MVCD
Claims List
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Num	Date	Name	Item	Original Amount
EFT 100000016433932	05/27/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	556.82
			6070 Med premiums - Cafeteria (Medical premiums)	694.34
			6070 Med premiums - Cafeteria (Medical premiums)	5,062.47
			6070 Med premiums - Cafeteria (Medical premiums)	4,642.77
			6070 Med premiums - Cafeteria (Medical premiums)	2,324.59
			6072 MEDICAL PREMIUM-Retired EE (Medical pre	429.00
			6070 ADMIN FEE (Admin fee)	48.13
			<u>13,758.12</u>	
EFT 164821945	05/27/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
			6070 Vision Premiums (Vision Premiums)	261.70
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
			<u>461.90</u>	
EFT 4253456134	05/27/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	379.94
			6070 Dental premiums - Cafeter	522.34
			<u>902.28</u>	
EFT PR of 5/27/2021	05/27/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
EFT PR of 5/27/2021	05/27/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	330.25
			6201 RETIREMENT - PEPRA (Employer Contributic	219.65
				<u>549.90</u>
EFT	05/27/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,557.61
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,884.79</u>
EFT	05/27/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insurance	191.87
			6070 Premiums, life - Cafeter (Voluntary Insurance	100.00
SM09BT20210516001			6070 Premiums, life - Cafeter (Voluntary Insurance	42.25
				<u>334.12</u>
18016	05/27/2021	ADAPCO, INC	6283 PESTICIDES SUPPLIES	18,408.00
			6283 PESTICIDES SUPPLIES	38.00
127800			6283 PESTICIDES SUPPLIES	1,752.38
				<u>20,198.38</u>
18017	05/27/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18018	05/27/2021	ARAMARK UNIFORM SERVICES INC.	6040 Mats, Towels (Mats, Towels, Lockers, etc.)	274.16
			6332 Uniforms (Uniforms)	110.47
792287099			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	420.92
			6332 Uniforms (Uniforms)	110.47
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	313.82
			6332 Uniforms (Uniforms)	110.47
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	313.64
			6332 Uniforms (Uniforms)	110.47
				<u>1,764.42</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
18019	05/27/2021	AZUSA LIGHT & WATER	6343 Meter # 45169724 (Account # 303-0191.300 C	8.00
			6343 Meter # 99172930 (Account # 303-0190.300)	96.02
303-0191.300			6343 Meter # 45169724 (Account # 303-0191.300 C	48.21
				<u>152.23</u>
18020	05/27/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18021	05/27/2021	CALOLYMPIC SAFETY	6280 SUPPLIES, OPERATIONS	54.00
			6280 SUPPLIES, OPERATIONS	5.13
392909			6280 SUPPLIES, OPERATIONS	12.43
				<u>71.56</u>
18022	05/27/2021	CHARLIE KLINAKIS	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18023	05/27/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18024	05/27/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18025	05/27/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				

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18026	05/27/2021	ELYSE RASMUSSEN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18027	05/27/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	288.18
			6260 SUPPLIES, MECHANICAL	723.30
3723,3728,3735,3736			6260 SUPPLIES, MECHANICAL	254.48
			6260 SUPPLIES, MECHANICAL	311.48
				<u>1,577.44</u>
18028	05/27/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18029	05/27/2021	HOME DEPOT	6250 LABORATORY SUPPLIES	109.49
			6040 Building Maintenance	17.61
Acct ending 4710			6040 Building Maintenance	22.02
			6040 Building Maintenance	23.32
			6040 Building Maintenance	29.86
			6040 Building Maintenance	3.18
				<u>205.48</u>
18030	05/27/2021	INTERSTATE BATTERY SYSTEM	6260 SUPPLIES, MECHANICAL	244.21
				<u>244.21</u>
10181139				
18031	05/27/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18032	05/27/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

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BM of 5/14/2021				
18033	05/27/2021	JOSEPH LEON	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 5/14/2021				
18034	05/27/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>316.94</u>
				316.94
Premium reimburse				
18035	05/27/2021	LAND'S END BUSINESS OUTFITTERS	6333 BRANDED CLOTHING	94.08
			6333 BRANDED CLOTHING	<u>31.70</u>
SIN9176413				125.78
18036	05/27/2021	LEWIS BRISBOIS BISGAARD & SMITH LLP	6130 Profess Serv rendered (Professional Services	<u>4,000.10</u>
				4,000.10
2975150				
18037	05/27/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	<u>149.50</u>
				149.50
BM of 5/14/2021				
18038	05/27/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 5/14/2021				
18039	05/27/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>526.84</u>
				526.84
Premium Reimburse				

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18040	05/27/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	618.23
				618.23
Premium Reimburse				
18041	05/27/2021	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	259.80
			6170 Arrowhead Water (Arrowhead Water)	6.95
11E002488535				266.75
18042	05/27/2021	RESCUE ROOTER/ARS	6040 Building Maintenance	585.00
				585.00
8103-326720				
18043	05/27/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/14/2021				
18044	05/27/2021	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/14/2021				
18045	05/27/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/14/2021				
18046	05/27/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/14/2021				
18047	05/27/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	100.00
				100.00
BM of 5/14/2021				

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18048	05/27/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18049	05/27/2021	STEPHEN SHAM	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18050	05/27/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 5/14/2021				
18051	05/27/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	80.00
			6260 SUPPLIES, MECHANICAL	372.79
				<u>452.79</u>
61445, 61612				
18052	05/27/2021	ULINE	6305 EDUCATION PROGRAM SUPPLIES	60.44
			6250 LABORATORY SUPPLIES	27.90
				<u>88.34</u>
133488160				
18053	05/27/2021	US BANK	6036 COMPUTER SOFTWARE	792.00
			6030 BOARD EXPENSES	69.73
Alba				
			6270 OFFICE SUPPLIES	13.13
			6280 SUPPLIES, OPERATIONS	13.19
Bishop				
			6185 POSTAGE	7.95
			6036 COMPUTER SOFTWARE	294.76
Dever				
			6036 COMPUTER SOFTWARE	178.00
			6035 COMPUTER HARDWARE	164.00
			6333 BRANDED CLOTHING	41.61

SAN GABRIEL VALLEY MVCD
Claims List
May 27, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6333 BRANDED CLOTHING	40.09
Doyle			6036 COMPUTER SOFTWARE	14.99
			6333 BRANDED CLOTHING	41.99
			6333 BRANDED CLOTHING	34.99
			6036 COMPUTER SOFTWARE	229.00
			6080 Hiring Expenses	331.50
Farned			6080 Hiring Expenses	200.00
Gutierrez			6270 OFFICE SUPPLIES	135.00
			6040 Building Maintenance	258.99
			6040 Building Maintenance	116.53
Holguin			6280 SUPPLIES, OPERATIONS	63.79
			6250 LABORATORY SUPPLIES	25.52
			6250 LABORATORY SUPPLIES	43.71
Nelson			6250 LABORATORY SUPPLIES	13.19
			6250 LABORATORY SUPPLIES	4.16
			6250 LABORATORY SUPPLIES	20.37
			6250 LABORATORY SUPPLIES	29.55
			6250 LABORATORY SUPPLIES	134.55
			6250 LABORATORY SUPPLIES	39.40
			6250 LABORATORY SUPPLIES	56.39
			6290 Supplies, Public Informati	108.33
			6037 WEBSITE AND EMAIL SERVICE	24.97
Sun			6003 ADVERTISING	144.35
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6305 EDUCATION PROGRAM SUPPLIES	27.36
			6185 POSTAGE	1,956.24
			6305 EDUCATION PROGRAM SUPPLIES	456.10
			6290 Supplies, Public Informati	7.28
			6232 REGISTRATION - SEMINARS (REGISTRATI	20.00
			6186 Printing	113.18
			6044 MAINTENANCE, GROUNDS	18.96
			6270 OFFICE SUPPLIES	11.01
Van der Heyden			6044 MAINTENANCE, GROUNDS	7.47

SAN GABRIEL VALLEY MVCD
Claims List
May 27, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	19.83
			6042 EQUIPMENT MAINTENANCE	27.36
				<u>6,355.51</u>
18054	05/27/2021	US Treasury	6122 Unemployment (Account ID: 925-0454-7 Peri	981.13
			6122 Unemployment (Account ID: 925-0454-7 Peri	235.46
Notice CP220			6122 Unemployment (Account ID: 925-0454-7 Peri	30.02
				<u>1,246.61</u>
18055	05/27/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	2,177.48
				<u>2,177.48</u>
9879449697				
18056	05/27/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	499.89
				<u>499.89</u>
9879449698				
18057	05/27/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	330.23
				<u>330.23</u>
9879449699				
18058	05/27/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fielc	1,185.50
				<u>1,185.50</u>
9879557334				
		Total Accounts Payable for May 27, 2021		64,150.74
		Total Accounts Payable for May 2021		106,004.80
		Total Payroll for May 2021		238,939.42
		see attached		
		Total Claims for May 2021		344,944.22

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 90% of Year Completed
 May 31, 2021

Item 3.2 - 1 of 3

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
PERSONNEL EXPENSES						
Salaries, Exempt	45,356.12	537,970.25	605,545.00	67,574.75	88.84	
Salaries - Non Exempt	146,146.53	1,584,101.32	1,915,927.00	331,825.68	82.68	
Salaries - Overtime	21.35	12,184.72	39,500.00	27,315.28	30.85	
Salaries - Vacation	5,169.24	85,729.56	84,149.00	(1,580.56)	101.88	Retirement payout
Salaries-Holiday	80.95	90,573.37	109,279.00	18,705.63	82.88	
Salaries, Sick Pay	7,490.88	67,626.09	87,127.00	19,500.91	77.62	
Salaries, Part-time - XH	19,347.16	136,278.56	197,580.00	61,301.44	68.97	
Management Car Allowance	500.00	5,150.00	6,000.00	850.00	85.83	
Cafeteria Benefit	29,956.62	370,994.69	364,800.00	(6,194.69)	101.70	
Hlth Benefits, Ret Emps	1,891.01	22,208.58	26,000.00	3,791.42	85.42	
Employer, 457 Contribution	240.84	2,890.08	3,150.00	259.92	0.00	
Medicare	3,314.35	37,837.77	45,790.00	7,952.23	82.63	
Retirement - Classic	4,047.41	90,514.09	223,650.00	133,135.91	40.47	
Retirement - Pepra	4,561.22	116,582.15	295,800.00	179,217.85	39.41	
Retirement - Classic-Unfunded Liability	0.00	154,467.00	151,439.00	(3,028.00)	102.00	One time fee
Retirement - Pepra-Unfunded Liability	0.00	0.00	8,342.00	8,342.00	0.00	
Social Security	1,123.38	4,321.77	8,170.00	3,848.23	52.90	
Group Term Life Ins	379.94	4,473.69	4,300.00	(173.69)	104.04	additional participants
Tuition Reimbursement	0.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	2,494.37	23,686.14	25,000.00	1,313.86	94.74	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	272,121.37	3,347,839.83	4,255,548.00	907,708.17	78.67	
OPERATING EXPENSES						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	936.00	14,871.12	26,000.00	11,128.88	57.20	
Branded Clothing	284.46	6,994.11	8,600.00	1,605.89	81.33	
Boots	494.60	3,763.73	4,500.00	736.27	83.64	
Misc. Rentals	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Development	0.00	116.04	2,000.00	1,883.96	5.80	
Awards	0.00	2,084.06	3,000.00	915.94	69.47	
Advertising	144.35	15,358.94	30,000.00	14,641.06	51.20	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 90% of Year Completed
 May 31, 2021

Item 3.2 - 2 of 3

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	1,072.13	16,005.85	19,000.00	2,994.15	84.24	
Board expenses	2,219.23	25,934.14	38,000.00	12,065.86	68.25	
Computer Hardware	164.00	16,762.20	48,750.00	31,987.80	34.38	
Computer Software	1,364.75	24,063.44	61,000.00	36,936.56	39.45	
Website/Email Service	229.96	5,562.53	6,200.00	637.47	89.72	
Facility maintenance	4,434.66	60,963.35	40,000.00	(20,963.35)	152.41	Electrical work, alarm service
Maintenance, equipment	552.36	2,559.79	4,000.00	1,440.21	63.99	
Maintenance, grounds	26.43	63.63	10,000.00	9,936.37	0.64	
Lease Equipment	1,500.16	17,789.74	21,000.00	3,210.26	84.71	
Fees & Assessments	0.00	4,214.78	4,300.00	85.22	98.02	LAFCO Fees
Hiring expenses	956.50	4,140.60	4,000.00	(140.60)	103.52	
VCJPA General Fund	0.00	7,517.00	9,248.00	1,731.00	81.28	One time fee
Insurance, liability	0.00	84,115.00	79,056.00	(5,059.00)	106.40	One time fee
Workers Comp Insurance	0.00	114,515.00	114,890.00	375.00	99.67	One time fee
Automobile Insurance	0.00	2,257.00	2,257.00	0.00	100.00	One time fee
Other Insurance	0.00	2,500.83	3,500.00	999.17	71.45	
Insurance, property	0.00	6,143.00	6,423.00	280.00	95.64	One time fee
Legal	3,850.10	70,988.99	75,000.00	4,011.01	94.65	Personnel Issues
Memberships	0.00	28,080.46	32,000.00	3,919.54	87.75	
Miscellaneous expenses	266.75	2,154.86	3,500.00	1,345.14	61.57	
Postage	2,201.79	5,985.73	6,700.00	714.27	89.34	
Accounting Services, Auditor	0.00	7,463.50	22,000.00	14,536.50	33.93	
Professional Services , Other	0.00	0.00	2,000.00	2,000.00	0.00	
Professional Services-IT	2,055.00	33,335.00	50,000.00	16,665.00	66.67	
Printing & Reproduction	113.18	6,398.13	19,500.00	13,101.87	32.81	
Reference	0.00	627.25	500.00	(127.25)	125.45	Publications
Seminars and meetings	20.00	7,686.91	19,700.00	12,013.09	39.02	
Supplies, Surveillance	742.12	14,507.53	14,150.00	(357.53)	102.53	New traps
Supplies, Vehicle Maintenance	7,211.19	26,958.59	60,000.00	33,041.41	44.93	
Supplies, Gasoline	6,478.22	47,563.42	65,000.00	17,436.58	73.17	
Supplies, Office	1,015.64	10,143.47	11,600.00	1,456.53	87.44	
Supplies, Mosquito Fish	0.00	2,236.25	5,000.00	2,763.75	44.73	
Supplies, Operations	492.71	5,792.43	15,000.00	9,207.57	38.62	
Supplies, Pesticides	20,198.38	120,726.40	120,000.00	(726.40)	100.61	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 90% of Year Completed
 May 31, 2021

Item 3.2 - 3 of 3

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	478.70	1,186.73	10,000.00	8,813.27	11.87	
Supplies, Education Program	2,343.90	9,304.29	18,000.00	8,695.71	51.69	
Supplies, Safety	28.48	19,527.47	25,000.00	5,472.53	78.11	
Supplies, Media Production	382.44	1,883.42	6,000.00	4,116.58	31.39	
Benefit Assesment Admin Cost	287.28	115,999.44	118,000.00	2,000.56	98.30	County Admin fees
Communications, field	4,193.10	42,798.80	42,000.00	(798.80)	101.90	Cell phone upgrade
Telephone, Internet	998.30	11,247.51	14,000.00	2,752.49	80.34	
Telephone , Office	787.91	9,468.11	15,500.00	6,031.89	61.08	
Training , CEU's	0.00	2,759.00	6,000.00	3,241.00	45.98	
Uniforms and clothing	1,908.80	10,296.07	12,000.00	1,703.93	85.80	
Utilities, Electric	2,023.83	24,568.85	30,000.00	5,431.15	81.90	
Utilities, Natural Gas	160.74	2,547.15	3,100.00	552.85	82.17	
Utilities, Water	152.23	1,637.97	2,200.00	562.03	74.45	
Automobile Lease	0.00	37,523.17	35,100.00	(2,423.17)	106.90	Paid lease in full
Surveillance, Aerial	0.00	0.00	25,500.00	25,500.00	0.00	
TOTAL OPERATING EXPENSES	72,195.82	1,119,791.78	1,435,774.00	315,982.22	77.99	
TOTAL EXPENSES	344,317.19	4,467,631.61	5,691,322.00	1,223,690.39	78.50	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	0.00	149,723.68	242,000.00	92,276.32	61.87	
TOTAL CAPITAL EXPENSES	0.00	149,723.68	242,000.00	92,276.32	61.87	
RESERVES						
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	459,929.00	459,929.00	0.00	
Reserve, Pension Liability	0.00	0.00	200,258.00	200,258.00	0.00	
Reserve, Building/Facilities	0.00	0.00	224,761.00	224,761.00	0.00	
Reserve, Vehicle Replacement	0.00	0.00	105,761.00	105,761.00	0.00	
TOTAL RESERVES	0.00	0.00	2,316,909.00	2,316,909.00	0.00	



**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
May 14, 2021**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Robert Gonzales (Azusa)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Margaret Finlay (Duarte)
Jackie Doornik (Glendora)
Charlie Klinakis (La Puente)
Joseph Leon (Monterey Park)
Becky Shevlin (Monrovia)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Ryan Vienna (San Dimas)
Denise Menchaca (San Gabriel)
John Capoccia (Sierra Madre)
Robert Joe (So. Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)
Elyse Rasmussen (La Verne)

TRUSTEES ABSENT

Jerry Velasco (El Monte)
Manuel Garcia (Irwindale)
Catherine Marcucci (Industry)
Jamie Bissner (Los Angeles Co.)

STAFF PRESENT

Jared Dever
Rose Alba
Jason Farned
Evelyn Gutierrez
Levy Sun
Melissa Doyle

GUESTS PRESENT

Representatives, Lewis Brisbois Bisgaard
and Smith (Legal counsel)

1. Call to Order

Board President Becky Shevlin called the meeting to order at 7:01 AM, Trustee Corey Calaycay led the Pledge of Allegiance, and District Manager, Jared Dever took Roll Call.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

A motion made by Trustee Corey Calaycay and seconded by Trustee Margaret Finlay to approve the Consent Calendar passed unanimously.

4. Presentation

None

5. Closed Session: Public Employee Evaluation

(Board President, Becky Shevlin) (Personnel and Policy Committee Chair, Richard Barakat)

Government Code Section 54957 and 54957.6

Title of Position: District Manager

Members of the Board met in closed session to conduct the annual performance review for District Manager, Dever. Board members returned to open session and District Counsel, Kelly Black reported the recommended new contract wage and benefits. Black reported that the new contract wage terms would be \$180,000.00 annually. President Shevlin reported that she and Personnel and Policy Committee Chair, Barakat have been working on a revised contract that will be presented for full Board consideration in the coming months.

Motion by Trustee Gonzales and seconded by Trustee Armenta to approve new contract wage and benefits for District Manager, Jared Dever, passed unanimously by roll call vote.

6. Preliminary Engineer's Report for Fiscal Year 2021/22

(Board President, Becky Shevlin)

District Manager, Dever provided an overview of the preliminary engineer's report for fiscal year 2021/22. Dever explained that the district contract engineer, SCI Consulting Group, calculates the projected annual revenue based on the property assessment rate approved by the Board of Trustees. The report also includes a breakdown of the type and number of properties assessed in the jurisdiction.

7. Review and Consider Draft Fiscal Year 2021/22 Annual Budget

(Board President, Becky Shevlin) (Finance and Audit Committee Chair, Lloyd Johnson)

District Manager, Dever explained all significant budget changes and requests, class and compensation considerations, capital projects, and the status of the district reserve funds. Finance and Audit Committee Chair, Lloyd Johnson reported that the Finance and Audit Committee met on May 11, 2021 to review the draft FY2021/22 Annual Budget.

Motion by Trustee Morgan and seconded by Trustee Calaycay to approve the Draft FY2021/22 Annual Budget and direct District staff to prepare Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget passed unanimously by roll call vote.

8. District Administration

8.1 Legislative Update: Mosquito and Vector Control Association of California
Legislative Day, American Mosquito Control Association Washington Day

District Manager, Dever provided an update on the efforts to secure funding for the California CalSurv program continuation, and federal appropriations for the 2019 S.M.A.S.H Act.

9. Committee Reports

9.1 Finance and Audit Committee

(Finance and Audit Committee Chair, Lloyd Johnson)

Finance and Audit Committee Chair, Lloyd Johnson reported that the Committee met on May 11, 2021 and reviewed the Draft FY2021/22 Annual Budget. At the conclusion of the

discussion, committee members voted unanimously to recommend the draft budget as presented to the Board of Trustee at the May 14, 2021 meeting.

10. Trustee Reports

10.1 Results of Board of Trustees Meeting Preference Poll

District Manager, Dever informed the Trustees that a poll conducted in early May to gauge the level of interest for returning to in-person meetings, continuation of online meetings, or a hybrid approach resulted in the majority of respondents expressing interest in a hybrid meeting platform. Dever explained that he is tracking multiple pieces of proposed legislation that would impact the ability and legality of a hybrid meeting format, and promised to keep Trustees informed of the legislative efforts.

11. New Business

12. Adjournment

The meeting was adjourned at 8:01 a.m.

Operations Department
Disease Weeks 17 – 21 | April 25 – May 29

Zone Specialists:

Zone	Specialist	Cities
1	Dane Miletich	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halili	Altadena, Pasadena
3	Darrin Jones	Arcadia, Sierra Madre, Temple City
4	Hendricks Pena	Baldwin Park, El Monte, Rosemead
5	Marc Mitchell	Azusa, Bradbury, Duarte, Irwindale, Monrovia
6	Ignacio Urena	Industry, La Puente, West Covina
7	Fred Ibarra	Covina, Glendora, San Dimas
8	Steven Gallegos	Claremont, La Verne, Pomona, Walnut

Operations Summary

This report does not include pesticide usage for May because the reporting period concluded before the end of the month. May's pesticide usage will be included in next month's board report.

The Operations department continues to focus efforts on field activities to identify, eliminate, and treat mosquito breeding sites and maintain known habitats to reduce the threat of disease. Trap counts and disease prevalence as reported by the surveillance department is monitored weekly to deploy resources in a proactive manner to the places that need it most.

Service request and consultation demand is down 37% and 23.5% respectively over this time last year which means residents are not as motivated to request services from the District. This could be due to less severe nuisance and/or an indication that targeted community education is working. As a result, effort spent investigating new sources and controlling existing sites has increased 24%.

The department acquired a new utility task vehicle (UTV) which will be modified to perform inspections and treatments in the open flood channel system. The new vehicle will replace two existing ATVs and is superior in both safety and efficiency.

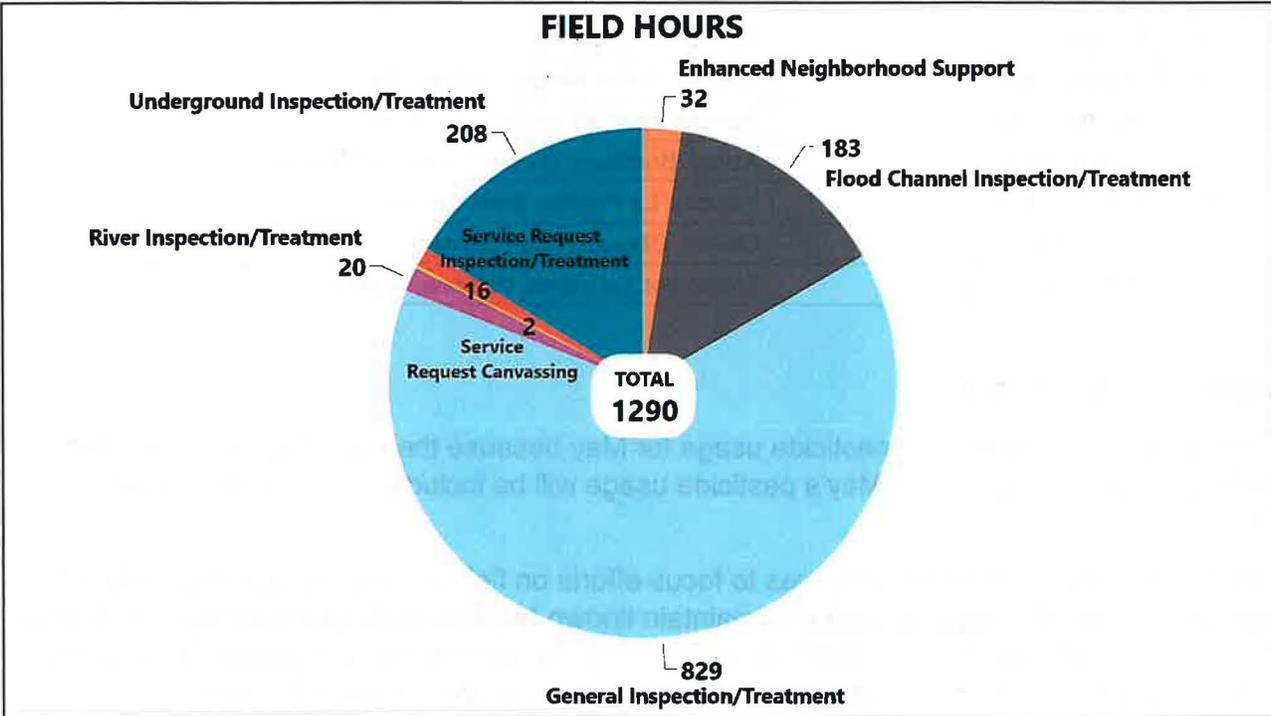
Operations Manager, Jason Farned participated in the AMCA Legislative event, speaking to the District's congressional representatives to report on local conditions and advocate for federal funding initiatives.

Field Statistics:

1,820 + 24 %
2020
SITES VISITED

81 - 37 %
2020
SERVICE REQUESTS

13 - 23.5 %
2020
CONSULTATIONS



Surveillance Department Disease Weeks 17 - 21 | April 25 – May 29, 2021

Insect Surveillance Activities

Weekly mosquito surveillance was implemented on March 1, 2021. Mosquito activity has been low in comparison to 2020. Traps were placed weekly and mosquito samples were tested for the presence of arbovirus. No mosquito samples have tested positive in 2021.

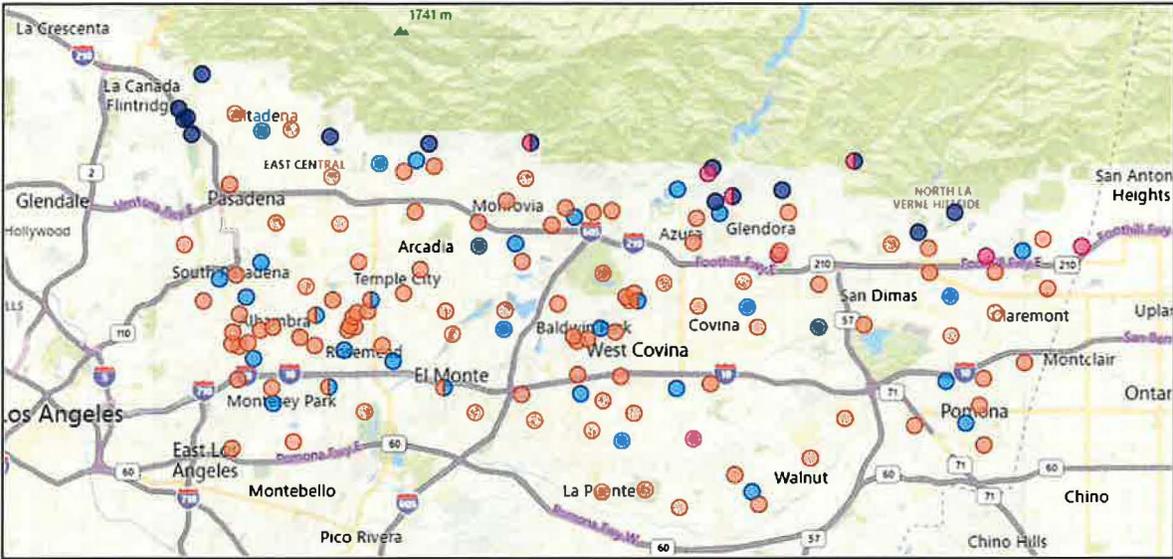


Figure 1 Sampling locations – Orange indicates traps targeting Culex, Light blue indicates traps targeting Aedes, Dark blue indicates traps targeting black fly, Pink indicates targeting ticks

Mosquito Activity

Mosquito activity during weeks 17 and 21 was lower in comparison to 2020 even though there were more traps set in 2021 in comparison to 2020.

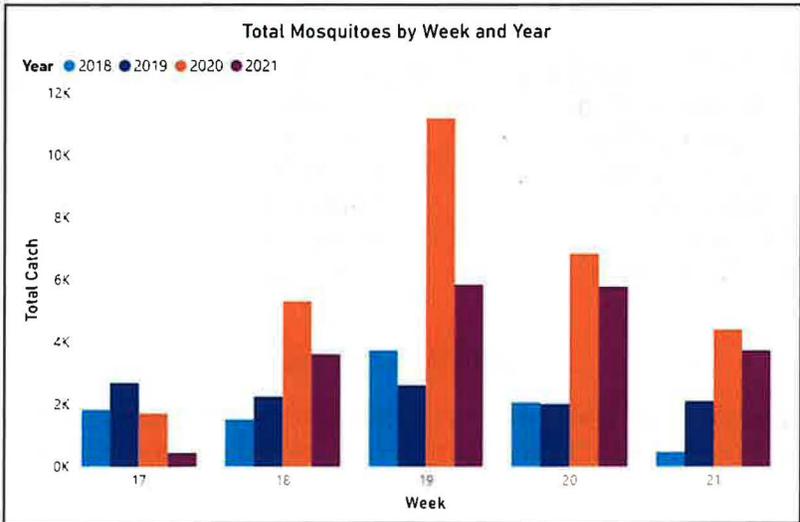


Figure 2 Mosquito activity in 2021 is lower than observed in 2020

Black Fly Activity

Sampling for black flies was done weekly and sites were selected based on observed activity. These traps collected 478 black flies. Black fly sampling will be done every other week for the rest of the season.

Kim Nelson (Vector Ecologist) and James Campbell (Assistant Vector Ecologist) worked with the Operations Department to set traps in Pasadena near the Devil's Gate Dam. Some of these locations will be incorporated into the regular black fly trapping routes to monitor activity in the area.



Figure 3 Trapping locations at Devil's Gate Dam

Tick Activity

Ticks were sampled for at six locations. Tick activity was low in the foothill canyons and in areas that were affected by wildfires, however, tick activity was quite high in natural areas unaffected by wildfires. Tick sampling will continue to monitor for activity and monitor for potential invasive ticks that have been identified on the East Coast.

Location	City	Ticks Collected
Azusa River Wilderness Park	Azusa	5
Big Dalton Wilderness Park	Glendora	2
Hook West Flood Channel	Glendora	20
Live Oak Canyon	Claremont	63
Mount Baldy Road	Claremont	42
South Hills Dog Park	Glendora	204

Dead Bird Testing

Six dead birds tested negative for West Nile virus. Only 4 birds have tested positive for West Nile virus in California this year, three in Sacramento County and one in San Joaquin County.

West Nile Virus Activity in California

West Nile virus has been observed in 4 birds in 2021. Interestingly, nearly twice as many birds have been tested in 2021 in comparison to 2020, yet nearly the same number of birds have tested positive.

2020 & 2021 YTD West Nile Virus Comparisons		
	2020	2021
# Human Cases	0	0
# Positive Dead Birds / #Tested	5 / 274	4 / 475
# Positive Mosquito Samples / # Tested	0 / 597	0 / 844

Department News

Members of the surveillance department collaborated with the other departments to support the projects of the district. James Campbell (Assistant Vector Ecologist), Jackie Cordova (Vector Control Specialist) and Jung Kim (Limited Term Vector Control Specialist), participated in the Bite Back Tour by showing residents the equipment used to monitor mosquitoes.

The department acquired a new rotator trap that is able to sample for insects at different times. The trap uses a timer Understanding the time of day that insects are active will aid in planning treatments. The surveillance team made several modifications to the trap to target black flies and will be field testing it in May.

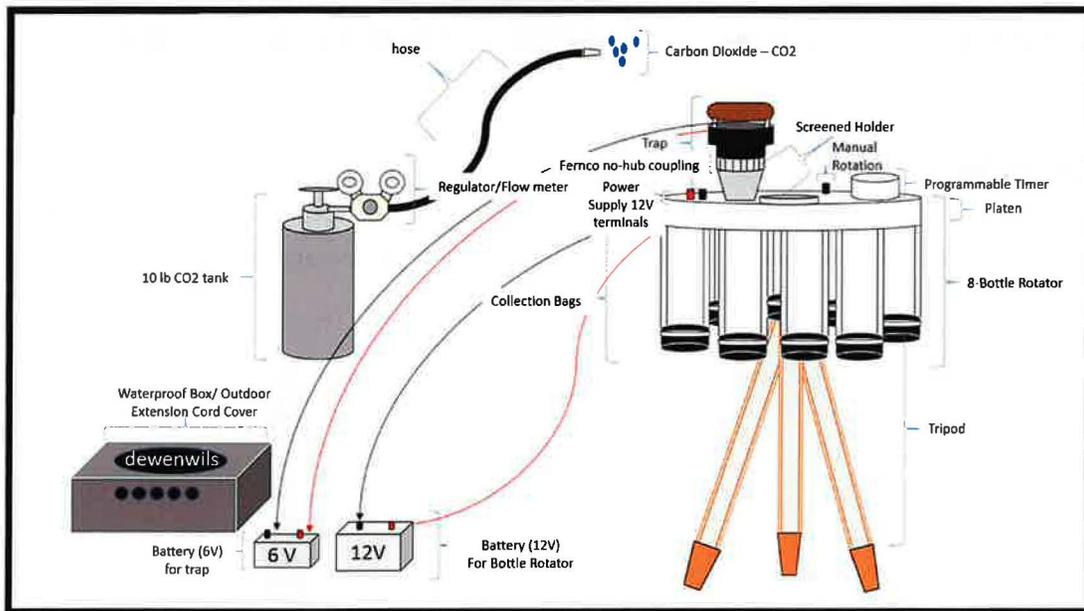
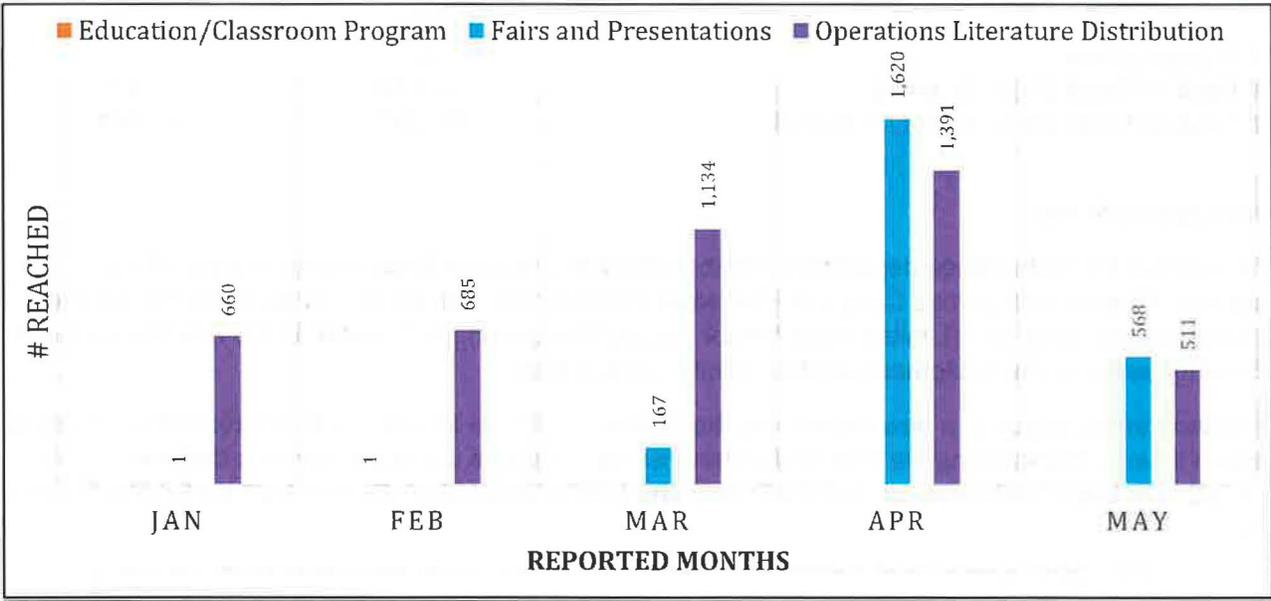


Figure 4 Diagram of modifications made for use in targeting Black Fly

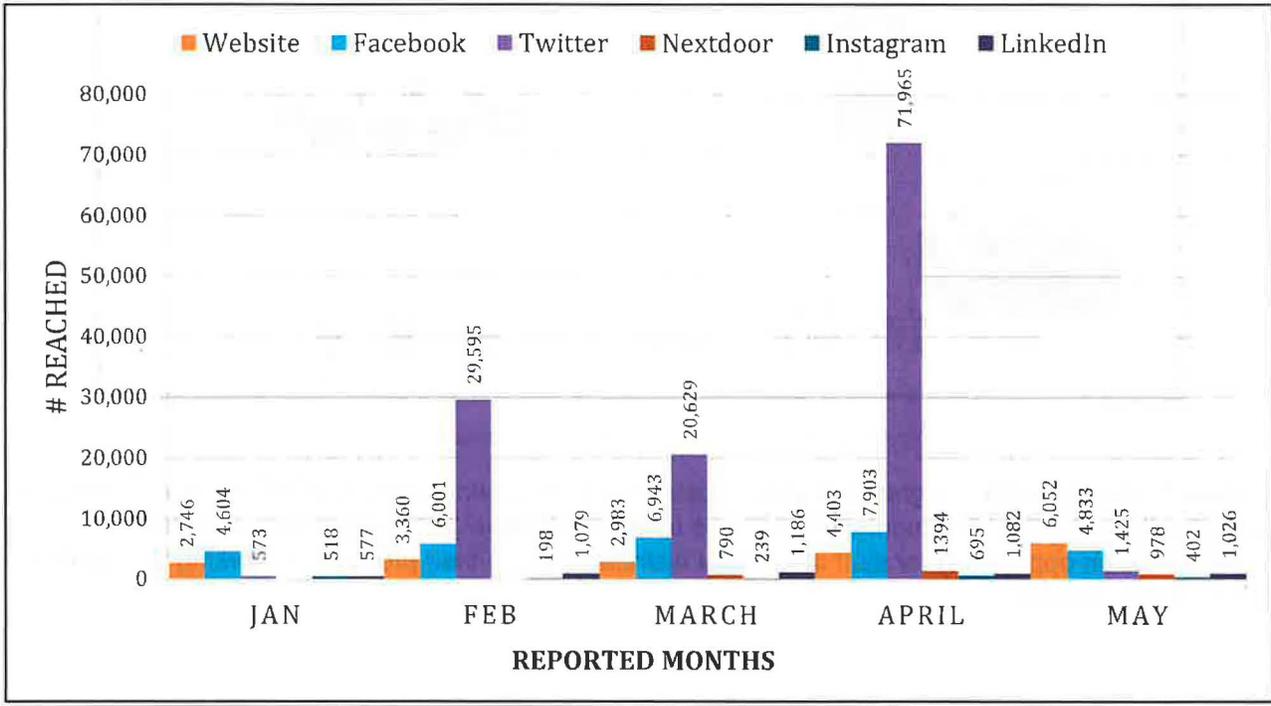
Melissa Doyle, Scientific Program Manager, hosted the first meeting of the MVCAC Ad Hoc Committee exploring the potential implementation of Sterile Insect Technique (SIT) programs in the state. The meeting was an opportunity for staff at different districts to share their progress in working to establish SIT programs locally.

Communications Department
Disease Weeks 17-21 | April 25 – May 29

Outreach Activities:



Digital Activities:



EcoHealth Vector Education Program

1. New Developments
 - a. Participated in Bite Back Tours for Temple City, Arcadia, Monrovia, La Puente, and West Covina
 - b. Collaborated with Tyler Pohlenz at Texas A & M University regarding temperature and viral replication rates for Journey of the Germ
 - c. Met with and selected a new Journey of the Germ vendor, Robot Sea Monster Games
2. Projects in progress
 - a. Determined key elements and priority experiences for Journey of the Germ
 - b. Met with and selected a new Journey of the Germ vendor
 - c. Clarified priorities and delivery of educational objectives for Journey of the Germ with designers at Robot Sea Monster Games
 - d. Reviewed final updated Vector Inspectors animated video from Pooky Media
 - e. Typhus Escape Room Review and Edits
 - f. Developed 4th grade and middle school Grab 'n Go lessons for teacher facilitation
 - g. Assisted with development of bilingual videos

Design

1. Marketing Collateral
 - a. Creation of the new Black Fly Trifold brochure
 - b. Updating design of four-language Aedes booklet
2. Digital and Video
 - a. Updating Spring and Summer city campaign pages
 - b. Ongoing development for Los Repelentes Bilingual (Eng-Spa) video
 - c. Ongoing brainstorming video development for Fiebre De La Sangre for target audience
 - d. Post-production edits to Summer episode of Be Water Wise and Bite-Free webinar series in partnership with the Walnut Valley Water District

General Outreach

1. Advertising
 - a. Created and launched District's first Hulu ad: Mosquito Safety PSA
2. Social Media
 - a. Hosted District's first Twitter Spaces chat. This is an audio only feature that Twitter is rolling out.
 - b. Promoted and continued Bite Back Tour with multiple posts, Instagram Live, YouTube, and Instagram Reels.
 - c. Completed the marketing calendar for the District's Instagram Live series "Mosquito Bites Live"
 - d. Continued content and post for weekly #MosquitoMonday and #TipTossThursday
 - e. Created ongoing social media and blog posts for National Holidays
3. Bite Back Program
 - a. Created ongoing Bite Back Tour: Recap Tips for Instagram

Administrative/Trainings

1. Organization
 - a. Organized EcoHealth supplies areas
 - b. Updated inventory of EcoHealth materials

2. Training/webinars

- a. 4/29 – Webinar: Vector-Borne Disease COE Seminar Series
- b. 5/5 – Webinar: Public Health Communication Vector Borne Disease Prevention
- c. 5/18 - Webinar: Facebook & Instagram Insights
- d. 5/19 – Virtual Forum: AMCA Public Relations
- e. 5/20 – Webinar: Adopting materials through an equity-focused lens: stakeholder engagement
- f. 5/24 – Facebook and Instagram Advertising webinar

Treasurer's Report – April 2021
San Gabriel Valley Mosquito and Vector Control District

The attached Treasurer's Report is for April 2021.

The Total of All Funds Balance is \$6,352,301.94

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.

A handwritten signature in blue ink, appearing to read "Lloyd Johnson", written over a horizontal line.

Authorized Board of Trustee Member

June 11, 2021

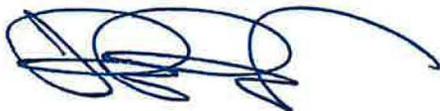
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: June 1, 2021 District Working Fund Balance

June 1, 2021 balance:	\$4,035,392.94
May 1 – May 31, 2021 expenditures:	\$344,944.22

June 1, 2021 Working Fund Balance: \$3,690,448.72

Respectfully Submitted:



**Jared Dever
District Manager**

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 10, FY 2020-2021 received on May 1, 2021**

Item 3.7 - 3 of 3

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.34%	\$1,424,459.39	Interest	\$1,556.27	LAIF Statement (April 2021)	\$1,426,015.66

Maturity Date: Perpetual
Interest rate as of Apr2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.46%	\$3,179,875.33	interest Trust Warrant #707 Sec 85% Adv 20-21	\$1,368.41 (\$329,304.03) \$1,444,351.26	ND 25 Per 10 ND 25 Per 10 ND 25 Per 10	\$4,296,290.97

Maturity Date: Perpetual
Interest rate as of Apr 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	1.56%	\$136,353.00	interest Contributions	(\$1,666.00) \$0.00	VCJPA Statement (Mar 2021)	\$134,687.00

Maturity Date: Perpetual
Interest rate as of June 2020

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Revolving Fund	\$200,000.00	Deb Activity-Apr 2021 Sweep Trust Warrant #707 Paychex-void check	(\$713,453.27) \$381,542.60 \$329,304.03 \$2,606.64	CB Statement April 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$347,882.30	Deb Activity-Apr 2021 Deposit	(\$381,542.60) \$328,968.61	CB Statement April 2021	\$295,308.31

Total Beginning Balance	\$5,288,570.02			Total End Balance	\$6,352,301.94
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San Gabriel Valley Mosquito and Vector Control District
District Manager's Report

Date: June 11, 2021

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

Subject: **Review and Consider Draft Fiscal Year 2021/22 Annual Budget**

Exhibit(s): **EXHIBIT 5A,5B**

Draft Budget Summary:

It is my pleasure to present the Fiscal Year (FY) 2021/22 Annual Budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

In response to the economic uncertainty caused by the COVID-19 pandemic in FY2020/21, the annual budget was adjusted to prepare for a projected 5% loss of future revenues that would have negatively impacted our service provision and normal business operation. The board also decided to minimize any potential negative financial impact to our constituents by suspending a proposed increase to the annual benefit assessment rate for all property owners. Further, the board concluded that all Cost-of-Living Allocation (COLA) considerations for staff members would be suspended until FY2021/22. The prudent actions taken by the Board of Trustees in FY2020/21 helped to ease financial uncertainty, maintain a balanced budget, and prevent a reduction or loss of service provision.

Fortunately, the projected losses to benefit assessment revenue due to COVID-19 did not come to fruition and staff anticipate concluding the April 2021 tax roll distribution within our normal rate of collection. Due to the underbudgeting of projected revenue collection and mindful expenditure of funds throughout the fiscal year, the District will realize cost savings that may be used to support districtwide wages and benefits enhancements, and continued growth of our reserve funding goals.

The most significant changes proposed for FY2021/22 are to employee salaries and benefits. The last comprehensive review of salaries and benefits was considered by the Board of Trustees in June, 2012. Since that time, salaries have remained within the approved 2012 salary schedule, increasing only by annual COLA allocations if afforded. The District benefits cafeteria plan has also remained unchanged.

Salaries and Benefits:

Two Southern California vector control agencies conducted professional class and compensation studies in 2019 and 2020. District staff reviewed the results of the two studies and found significant deficiencies in SGVMVCD staff salaries and benefits across more than 25 government comparator agencies. District staff prepared multiple draft budget proposals to address differences in salaries and benefits that would bring all full-time staff members to the median compensation range. The resulting draft budget proposals were considered by the Finance and Audit Committee, Personnel Committee, and the Board of Trustees. After careful consideration, a one-year median salary adjustment and five-year incremental cafeteria plan adjustment strategy was supported for inclusion in the Draft FY2021/22 Annual Budget at the April 9, 2021 Board of Trustees Meeting.

Inclusive in the proposed budget is a 1% COLA for all District wage earners. The February 2021 Consumer Price Index (CPI-U) for urban consumers over the previous 12 months was 1%. Note that staff did not receive a COLA adjustment for FY2020/21, despite February 2020 CPI-U being 3.4%.

The chart below summarizes the major salary and benefit line-item impact areas proposed in the FY2021/22 Annual Budget.

1-Year Salary / 5-Year Benefit							
FY	Class/Comp Median	1% COLA	Cafeteria Plan @\$150/month	Medicare 1.45%	PERS Employer Contrib.	Total Annual	Total Annual Est. Actual*
FY2021/22	\$283,380	\$34,902	\$66,600	\$5,350	\$28,013	\$418,245	\$373,245
FY2022/23	-		\$66,600			\$66,600	\$21,600
FY2023/24	-		\$66,600			\$66,600	\$21,600
FY2024/25	-		\$66,600			\$66,600	\$21,600
FY2025/26	-		\$66,600			\$66,600	\$21,600

* Estimated actual total annual impact is adjusted to reflect the number of employees that would receive the additional Cafeteria Plan benefit, based on current enrollment. Employees enrolled in the District provided medical plan(s) and have additional out-of-pocket expenses above the current \$800/month for dependents or additional supplemental benefit plans will receive up to an additional \$150 per/month.

In addition to the recognition and correction of salaries and benefits, several positions and titles were identified as being incorrectly titled or classified. Position title and job description alignment with comparator agencies is critical for fair and accurate future class and compensation comparison.

The charts below summarize the position title alignments, and position title and description conversions proposed in the FY2021/22 Annual Budget. The proposed job descriptions are included in the Annual Budget for consideration of adoption.

Position Title Alignment to Comparator Agencies	
Current Title	Proposed Title
Operations Manager	Director of Operations
Scientific Programs Manager	Director of Scientific Programs
Customer Service Representative I	Customer Representative II

Position Title and Description Conversions to Comparator Agencies	
Current Title	Proposed Title
Public Information Officer	Director of Communications
Office Manager	Director of Administration
HR/Finance Assistant	Human Resources Analyst

Position Request(s):

To ensure the current proposed increases to wages and benefits are sustainable, staff has proposed a three-year suspension of any new position request(s).

Capital Outlay:

Capital outlay request have also been restricted to the most pressing needs and projects for FY 2021/22. Projected budget savings from FY2020/21 of approximately \$500,000 will be distributed to Designated Reserve Funds at the conclusion and adoption of financial audit ending June 2020 to be conducted by Nigro & Nigro, PC.

1. \$100,000 is requested from Designated Reserves 3125 – Capital Projects
 - o Continued repair and improvement of the Operations building due to extensive water damage sustained in November of 2019
 - o Modification of parking lot to accommodate additional fleet and staff vehicles
2. \$30,000 is requested from Designated Reserves 3165 – Building/Facilities
 - o Replacement of district telephonic systems
 - o Wireless mesh network replacement
3. \$145,000 is requested from Designated Reserves 3170 – Vehicle Replacement
 - o Replacement of two fleet vehicles in accordance with District vehicle replacement policy
 - o Replacement of specialty underground vehicle in accordance with District vehicle replacement policy
4. \$200,000 is requested from Designated Reserves 3160 – Pension Liability
 - o Prefunding Pension and/or Other Post-Retirement Benefit Liabilities.

Special Benefit Assessment Rate Adjustment:

The projected annual impact for all salaries and benefit improvements of \$418,245 is proposed to be funded by the annual audit recognized normal revenue surplus of \$237,220 and a \$.46 increase to the special benefit assessment rate for FY2021/22 generating an approximate \$195,015 in additional revenue.

Managers Recommendation:

The District Manager recommends approving the Draft Fiscal Year 2021/22 Annual Budget

Board Action Options:

- o Board Action Required: If the Board concurs, following the public hearing and discussion by members of this item, the appropriate action is to approve Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget.
- o Alternative Board Action: If after the public hearing and discussion by members of this item, the Board may choose to deny approval of Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget.

Fiscal Impact:

The fiscal impact of the proposed FY2021/22 Annual Budget is summarized by salaries and benefits, capital outlay, and special benefit assessment rate which are detailed above.

Respectfully Submitted by:



Jared Dever
District Manager



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

ENGINEER'S REPORT

FISCAL YEAR 2021-22

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

ENGINEER OF WORK:
SCI Consulting Group
4745 MANGELS BOULEVARD
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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

BOARD OF TRUSTEES

Alhambra — Stephan Sham
Arcadia — Roger Chandler
Azusa — Robert Gonzales
Baldwin Park — Vacant
Bradbury — Richard Barakat
Claremont — Corey Calaycay
Covina — Henry Morgan
Duarte — Margaret Finlay
El Monte — Jerry Velasco
Glendora — Jackie Doornik
Industry — Catherine Marcucci
Irwindale — Manuel Garcia
La Puente — Charlie Klinakis
La Verne — Elyse Rasmussen
Los Angeles County — Harold Bissner
Monrovia — Becky Shevlin
Monterey Park — Joseph Leon
Pasadena — Rachel Janbek
Pomona — Tim Sandoval
Rosemead — Sandra Armenta
San Dimas — Ryan Vienna
San Gabriel — Denise Menchaca
Sierra Madre — John Capoccia
South Pasadena — Robert Joe
Temple City — Cynthia Sternquist
Walnut — Dr. Allen Wu
West Covina — Lloyd Johnson

DISTRICT MANAGER

Jared Dever

ENGINEER OF WORK

SCI Consulting Group

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INTRODUCTION

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, 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.

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 mosquito-borne 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 2021-22

FIGURE 1 – PROPOSED DISTRICT BUDGET FOR FISCAL YEAR 2021-22

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT		
Mosquito and Vector Control Assessment District		
Estimate of Cost		
		<u>Budget</u>
Vector Control Services and Related Expenditures		\$2,370,525
Salaries & Benefits		\$2,480,545
Maintenance and Operations		\$1,412,637
Capital Outlay		\$430,000
Funds from Reserve		(\$1,126,273)
Total Services and Operation		\$5,567,434
Revenue from Other Sources		<u>\$76,000</u>
Net Amount to be Assessed		\$5,491,434
	<u>Parcels</u>	<u>Total Assessment</u>
	383,121	\$5,491,434

METHOD OF ASSESSMENT

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 \$9.21 per parcel + \$5.09 for each 1-acre size increment per parcel. (i.e. \$9.21 per parcel for parcels of 1 acre or less, plus \$5.09 per additional 1 acre.)
Commercial	Base of \$9.21 per parcel + \$5.09 for each 20-acre size increment per parcel. (i.e. \$9.21 per parcel for parcels of 20 acres or less, plus \$5.09 per additional 20 acres.)
Agricultural	Base of \$9.21 per parcel + \$5.09 for each 5-acre size increment per parcel. (i.e. \$9.21 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	355,068	78,651	355,068
Agricultural	< or = to 5 Acres	412	319	412
Commercial	< or = 20 Acres	23,545	20,830	23,545
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,476	6,182	6,182
Agricultural	> 5 Acres but < 25 Acres	33	349	70
Commercial	> 20 Acres but < 100 Acres	115	3,987	199
Group 3				
Residential & No Use Code	> 5 A	454	8,364	2,270
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,577	45
Total		383,121	120,944	387,836

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 2021-22;

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 2021-22 are \$5,491,434.

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 2021-22 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 2021-22 are as follows:

FIGURE 4 – ASSIGNED BENEFIT UNITS

Land Use	Number of Parcels	Total Assessment	% of Total Assessment
Residential/No Use Code	358,998	\$5,145,957	93.71%
Commercial	23,669	\$338,820	6.17%
Agricultural	454	\$6,657	0.12%
Total	383,121	\$5,491,434	100.00%
Assessment Rate per Base Unit		\$9.21	
Assessment Rate per Acreage Unit		\$5.09	

Dated: May 05, 2021



Engineer of Work

By *John W. Bliss*
John W. Bliss, License No. C052091

ASSESSMENT DIAGRAM

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

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.

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Annual Budget

Fiscal Year 2021 - 2022

(626) 814-9466 1145 N. Azusa Canyon Road, West Covina, CA 91790 SGVmosquito.org @SGVmosquito
Providing the highest level of protection from vectors & vector-borne diseases in San Gabriel Valley

SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT



FISCAL YEAR 2021 – 2022 BUDGET

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To: Becky Shevlin, President, Board of Trustees
Lloyd Johnson, Chair, Finance and Audit Committee
Members of the SGVMVCD Board of Trustees

Re: Fiscal Year 2021/22 Annual Budget Transmittal

It is my pleasure to present the Fiscal Year (FY) 2021/22 annual budget to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees for consideration and adoption.

In response to the economic uncertainty caused by the COVID-19 pandemic in FY2020/21, the annual budget was adjusted to prepare for a projected 5% loss of future revenues that would have negatively impacted our service provision and normal business operation. The board also decided to minimize any potential negative financial impact to our constituents by suspending a proposed increase to the annual benefit assessment rate for all property owners. Further, the board concluded that all Cost-of-Living Allocation (COLA) considerations for staff members would be suspended until FY2021/22. The prudent actions taken by the Board of Trustees in FY2020/21 helped to ease financial uncertainty, maintain a balanced budget, and prevent a reduction or loss of service provision.

Fortunately, the projected losses to benefit assessment revenue due to COVID-19 did not come to fruition and staff anticipate concluding the April 2021 tax roll distribution within our normal rate of collection. Due to the underbudgeting of projected revenue collection and mindful expenditure of funds throughout the fiscal year, the District will realize cost savings that may be used to support districtwide wages and benefits enhancements, and continued growth of our reserve funding goals.

The most significant changes proposed for FY2021/22 are to employee salaries and benefits. The last comprehensive review of salaries and benefits was considered by the Board of Trustees in June, 2012. Since that time, salaries have remained within the approved 2012 salary schedule, increasing only by annual COLA allocations if afforded. The District benefits cafeteria plan has also remained unchanged.

Salaries and Benefits:

Two Southern California vector control agencies conducted professional class and compensation studies in 2019 and 2020. District staff reviewed the results of the two studies and found significant deficiencies in SGVMVCD staff salaries and benefits across more than 25 government comparator agencies. District staff prepared multiple draft budget proposals to address differences in salaries and benefits that would bring all full-time staff members to the median compensation range. The resulting draft budget proposals were considered by the Finance and Audit Committee, Personnel Committee, and the Board of Trustees. After careful consideration, a one-year median salary adjustment and five-year incremental cafeteria plan adjustment strategy was supported for inclusion in the Draft FY2021/22 Annual Budget at the April 9, 2021 Board of Trustees Meeting.

Inclusive in the proposed budget is a 1% COLA for all District wage earners. The February 2021 Consumer Price Index (CPI-U) for urban consumers over the previous 12 months was 1%. Note that staff did not receive a COLA adjustment for FY2020/21, despite February 2020 CPI-U being 3.4%.

The chart below summarizes the major salary and benefit line-item impact areas proposed in the FY2021/22 Annual Budget.

1-Year Salary / 5-Year Benefit							
FY	Class/Comp Median	1% COLA	Cafeteria Plan @\$150/month	Medicare 1.45%	PERS Employer Contrib.	Total Annual	Total Annual Est. Actual*
FY2021/22	\$283,380	\$34,902	\$66,600	\$5,350	\$28,013	\$418,245	\$373,245
FY2022/23	-		\$66,600			\$66,600	\$21,600
FY2023/24	-		\$66,600			\$66,600	\$21,600
FY2024/25	-		\$66,600			\$66,600	\$21,600
FY2025/26	-		\$66,600			\$66,600	\$21,600

* Estimated actual total annual impact is adjusted to reflect the number of employees that would receive the additional Cafeteria Plan benefit, based on current enrollment. Employees enrolled in the District provided medical plan(s) and have additional out-of-pocket expenses above the current \$800/month for dependents or additional supplemental benefit plans will receive up to an additional \$150 per/month.

In addition to the recognition and correction of salaries and benefits, several positions and titles were identified as being incorrectly titled or classified. Position title and job description alignment with comparator agencies is critical for fair and accurate future class and compensation comparison.

The charts below summarize the position title alignments, and position title and description conversions proposed in the FY2021/22 Annual Budget. The proposed job descriptions are included in Annual Budget for consideration of adoption.

Position Title Alignment to Comparator Agencies	
Current Title	Proposed Title
Operations Manager	Director of Operations
Scientific Programs Manager	Director of Scientific Programs
Customer Service Representative I	Customer Representative II

Position Title and Description Conversions to Comparator Agencies	
Current Title	Proposed Title
Public Information Officer	Director of Communications
Office Manager	Director of Administration
HR/Finance Assistant	Human Resources Analyst

Position Request(s):

To ensure the current proposed increases to wages and benefits are sustainable, staff has proposed a three-year suspension of any new position request(s).

Capital Outlay:

Capital outlay request have also been restricted to the most pressing needs and projects for FY 2021/22. Projected budget savings from FY2020/21 of approximately \$500,000 will be distributed to Designated Reserve Funds at the conclusion and adoption of financial audit ending June 2020 to be conducted by Nigro & Nigro, PC.

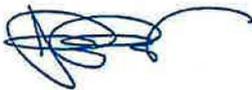
- \$100,000 is requested from Designated Reserves 3125 – Capital Projects
 - Continued repair and improvement of the Operations building due to extensive water damage sustained in November of 2019
 - Modification of parking lot to accommodate additional fleet and staff vehicles
- \$30,000 is requested from Designated Reserves 3165 – Building/Facilities
 - Replacement of district telephonic systems
 - Wireless mesh network replacement
- \$145,000 is requested from Designated Reserves 3170 – Vehicle Replacement
 - Replacement of two fleet vehicles in accordance with District vehicle replacement policy
 - Replacement of specialty underground vehicle in accordance with District vehicle replacement policy
- \$200,000 is requested from Designated Reserves 3160 – Pension Liability
 - Prefunding Pension and/or Other Post-Retirement Benefit Liabilities

Special Benefit Assessment Rate Adjustment:

The projected annual impact for all salaries and benefit improvements of \$418,245 is proposed to be funded by the annual audit recognized normal revenue surplus of \$237,220 and a \$.46 increase to the special benefit assessment rate for FY2021/22 generating an approximate \$195,015 in additional revenue.

I respectfully submit the FY2021/22 Annual Budget for your review and consideration.

Respectfully,



Jared Dever
District Manager

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION 2021-02

**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 2021-22 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 1996-97 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 2021-22 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 2021-22, the amount of the assessment based on land use and size proposed for Fiscal Year 2021-22, 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 2021-22 Budget and Assessment Report and other reports and information presented to it, does hereby find and determine that the proposed assessment of Fiscal Year 2021-22, as set forth with specificity in the Fiscal Year 2021-22 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 11th day of June, 2021, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Becky Shevlin, President, Board of Trustees

ATTEST:

Lloyd Johnson, Secretary-Treasurer, Board of Trustees

**San Gabriel Valley Mosquito and Vector Control District
Assessment FY 2021-22**

For Fiscal Year 2021-22 the budget is \$ 5,491,434
To account for delinquent payments \$ 5,516,434 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
Group 1				
Residential & No Use Code	< or = to 1 A	355,068	78,651	355,068
Agricultural	< or = to 5 Acres	412	319	412
Commercial	< or = 20 Acres	23,545	20,830	23,545
Group 2				
Residential & No Use Code	> 1 A but < 5 A	3,476	6,182	6,182
Agricultural	> 5 Acres but < 25 Acres	33	349	70
Commercial	> 20 Acres but < 100 Acres	115	3,987	199
Group 3				
Residential & No Use Code	> 5 A	454	8,364	2,270
Agricultural	> 25 Acres	9	685	45
Commercial	> 100 Acres	9	1,577	45
Total		383,121	120,944	387,836

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	56.83% of the total budget.
The indirect costs budgeted for FY 2021-2022 are	\$ 3,120,909.00
The indirect cost to each parcel in the District is	\$ 9.21

The direct costs associated with operating the District comprise	43.17% of the total budget.
The direct costs budgeted for FY 2021-2022 are	\$ 2,370,525.00
The direct cost to each unit in the District is	\$ 5.09

The benefit assessment for each parcel in the District for Fiscal Year 2021-2022 will range from:

\$14.30 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.

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

Land Use Category with a 5 Unit Cap	Parcel Count	Total Acres	Total Units
Residential & No Use Code Parcels ≤ 1 A	354,516	78,357	354,516
Agricultural Parcels ≤ 5 A	451	333	451
Commercial Parcels ≤ 20 A	23,544	20,650	23,544
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,418	6,061	6,061
Agricultural Parcels > 5 A but ≤ 25 A	34	360	72
Commercial Parcels > 20 A but ≤ 100 A	113	3,929	196
Residential & No Use Code Parcels > 5 A	451	8,256	2,255
Agricultural Parcels > 25 A	9	685	45
Commercial Parcels > 100 A	9	1,577	45
Total	382,545	120,208	387,185

INDIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Indirect Cost	Actual Indirect Cost	Number of Parcels	Rate Assessed on all Parcels
theoretical	\$6,380,851	68.7%	\$4,383,644	382,545	\$11.46

DIRECT COST

Fiscal Year	Assessment to be Billed	Percent of Direct Cost	Actual Direct Cost	Number of Units	Rate Assessed on all Parcels
theoretical	\$6,380,851	31.3%	\$1,997,206	387,185	\$5.16

Assessment Rate

Fiscal Year	
theoretical	\$16.62

Land Use Category with a 5 Unit Cap	Parcel Count	Total Units	Revenue
Residential & No Use Code Parcels ≤ 1 A	354,516	354,516	\$5,891,146
Agricultural Parcels ≤ 5 A	451	451	\$7,494
Commercial Parcels ≤ 20 A	23,544	23,544	\$391,241
Residential & No Use Code Parcels > 1 A but ≤ 5 A	3,418	6,061	\$70,429
Agricultural Parcels > 5 A but ≤ 25 A	34	72	\$761
Commercial Parcels > 20 A but ≤ 100 A	113	196	\$2,308
Residential & No Use Code Parcels > 5 A	451	2,255	\$16,800
Agricultural Parcels > 25 A	9	45	\$335
Commercial Parcels > 100 A	9	45	\$335
totals	382,545	387,185	\$6,380,851

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21/22 BUDGET

REVENUE & EXPENDITURE SUMMARY					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
Revenue					
4000 · Service Revenue	0.00	0.00	0.00	0.00	0.00
4010 · Assessments	4,576,291.00	5,296,419.00	5,042,451.00	5,350,250.00	5,481,434.00
4015 · Delinquent Assessments	13,738.00	0.00	13,000.00	9,810.00	20,000.00
4050 · Interest, LA County	48,327.00	37,000.00	42,000.00	15,000.00	26,000.00
4060 · Interest Income, LAIF	33,099.00	30,000.00	31,000.00	9,075.00	25,000.00
4070 · Interest Income, Citizens Sweep	529.00	500.00	700.00	666.00	700.00
4075 · Interest Income, VCJPA	4,535.00	0.00	4,300.00	3,950.00	4,300.00
4030 · Grants	0.00	0.00	0.00	0.00	0.00
Total Revenue	4,676,519.00	5,363,919.00	5,133,451.00	5,388,751.00	5,567,434.00

Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Proposed Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
Expenditures					
Salaries & Benefits	3,459,785.12	4,039,159.78	4,255,548.00	3,750,271.00	4,836,070.00
Maintenance & Operations	1,145,128.00	1,397,950.00	1,435,774.00	1,304,072.00	1,512,637.00
Restricted and Designated Reserves	0.00	0.00	0.00	0.00	0.00
Capital Outlay	263,000.00	267,000.00	242,000.00	207,458.00	430,000.00
Funds from Reserves	(545,033.12)	(353,639.00)	(799,871.00)	(373,000.00)	(1,211,273.00)
Total Expenditures	4,322,880.00	5,350,470.78	5,133,451.00	4,888,801.00	5,567,434.00

NET REVENUE & EXPENDITURES	353,639.00	13,448.22	0.00	499,950.00	0.00
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Net Impact to Reserves for FY 2021-22	(38,342.00)
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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.

Budget Highlights

Personnel – The Executive department is comprised of the District Manager and Executive Assistant/Clerk of the Board. The Board of Trustees and all associated expenses are also funded in the Executive Department budget.

Capital Outlay/Reserves - \$130,000 is requested to be transferred out of designated reserve fund 3165 – Building and Facilities for the repair and improvement of the Operations Building as well as digitization of the district telephone system.

\$200,000 is requested to be transferred out of designated reserve fund 3160-Pension liability for the CalPERS CERBT Fund Section 115 prefund of Other Post-Employment Benefits (OPEB) contribution.

Department: Executive

Personnel Summary

Full Time Positions	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Proposed
District Manager	1	1	1	1
Executive Secretary/ Clerk of the Board			1	1
	<hr/> 1	<hr/> 1	<hr/> 2	<hr/> 2

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

EXECUTIVE DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	135,906.00	155,929.00	160,500.00	156,000.00	181,800.00
6212 · Salaries - Non Exempt	0.00	0.00	68,000.00	54,000.00	74,846.00
6218 · Salaries - Vacation	6,509.00	4,516.00	2,994.00	11,812.00	13,785.00
6219 · Salaries - Holiday	6,632.00	0.00	3,892.00	3,700.00	4,286.00
6220 · Salaries - Sick Pay	520.00	0.00	2,994.00	6,000.00	5,050.00
6140 · Medicare	2,249.00	2,456.00	3,400.00	3,437.00	3,985.00
6070 · Cafeteria Benefit	9,600.00	9,559.00	19,200.00	11,600.00	22,800.00
6066 · District 457 Contributon	0.00	0.00	3,150.00	3,131.00	3,636.00
6200 · Retirement - Classic	13,851.00	14,312.00	25,855.00	23,727.00	29,107.00
6051 · Management Car Allowance	6,000.00	5,850.00	6,000.00	6,000.00	6,000.00
Total SALARIES & BENEFITS	181,267.00	192,622.00	295,985.00	279,407.00	345,295.00
ORGANIZATIONAL EXPENDITURES					
6030 · Board Expenses	28,816.00	27,064.00	35,000.00	33,500.00	35,000.00
6030 · Trustee Travel	0.00	0.00	3,000.00	0.00	3,000.00
6033 · Branded Clothing	0.00	228.00	0.00	400.00	500.00
6232 · Seminars and Meetings	7,777.00	11,092.00	8,200.00	3,500.00	8,200.00
Total ORGANIZATIONAL EXPENDITURES	36,593.00	38,384.00	46,200.00	37,400.00	46,700.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	143,000.00	17,932.00	100,000.00	64,000.00	330,000.00
Total CAPITAL OUTLAY AND RESTRICTED	143,000.00	17,932.00	100,000.00	64,000.00	330,000.00
NET EXPENDITURES	360,860.00	248,938.00	442,185.00	380,807.00	721,995.00

Department: Administrative Services

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. To reflect and updated job duties, the Office Manager will be converted to Director of Administration.

Personnel Summary

Full Time Positions	2018-19 Actual	2019-20 Actual	2020-21 Actual	2020-21 Proposed
Director of Administrative Services	1	1	1	1
Administrative Assistant	1	1	1	1
Human Resources Analyst	0	1	1	1
Operations Assistant	0	0	0	0
Customer Service Rep II	0	0	0	1
Customer Service Rep I	1	1	1	0
Exec Assist/Clerk of the Board	1	1	0	0
	4	5	4	4

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21/22 BUDGET

ADMINISTRATION DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	93,680.00	106,459.00	104,946.00	102,420.00	124,825.00
6212 · Salaries - Non Exempt	160,925.00	175,715.00	171,700.00	174,305.00	207,700.00
6216 · Salaries - Overtime	115.00	726.00	1,500.00	800.00	1,500.00
6218 · Salaries - Vacation	23,900.00	9,033.00	7,560.00	8,000.00	14,000.00
6219 · Salaries - Holiday	14,150.00	8,789.00	9,825.00	12,000.00	11,500.00
6220 · Salaries - Sick Pay	12,745.00	9,830.00	7,560.00	7,600.00	11,250.00
6140 · Medicare	4,672.00	4,713.00	4,350.00	4,725.00	5,300.00
6070 · Cafeteria Benefit	37,801.00	35,338.00	38,400.00	41,210.00	45,600.00
6200 · Retirement - Classic	2,414.00	23,419.00	27,950.00	29,265.00	32,720.00
6201 · Retirement - PEPRA	2,768.00	3,092.00	3,420.00	3,525.00	4,050.00
Total SALARIES & BENEFITS	353,170.00	377,114.00	377,211.00	383,850.00	458,445.00
ORGANIZATIONAL EXPENDITURES					
6035 · Computer Hardware	41.00	208.00	5,500.00	3,119.00	4,000.00
6036 · Computer Software	9,056.00	10,187.00	9,500.00	9,880.00	12,000.00
6150 · Memberships	0.00	424.00	0.00	2,983.00	5,500.00
6185 · Postage	2,303.00	713.00	1,700.00	1,600.00	1,800.00
6186 · Printing & Reproduction	0.00	200.00	500.00	0.00	500.00
6232 · Seminars and Meetings	2,975.00	3,277.00	500.00	500.00	3,000.00
6270 · Office Supplies	5,711.00	6,849.00	6,500.00	6,500.00	7,000.00
6333 · Branded Clothing	0.00	328.00	800.00	0.00	800.00
Total ORGANIZATIONAL EXPENDITURES	20,086.00	22,186.00	25,000.00	24,582.00	34,600.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	1,500.00	27,305.00	0.00	0.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	1,500.00	27,305.00	0.00	0.00	0.00
NET EXPENDITURES	374,756.00	426,605.00	402,211.00	408,432.00	493,045.00

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 management, repair, and maintenance of the District's facility and fleet.

(14) Vector Control Specialists, (1) Limited-term Vector Control Technicians, (1) Operations Coordinator, and (9) seasonal employees, perform mosquito prevention and management. (1) Customer Service Representative (Virtual Vector Control Specialist) facilitates digital source condition confirmation and administrative support. (1) Building and Grounds Maintenance Specialist performs facility maintenance. (1) Data Analyst supports all aspects of the operation through the extraction and analysis of information. All working under the Director of Operations.

Responsibilities of operational field staff include the inspection and treatment of neglected pools and ponds, channels, underground storm drains, spreading basins, rivers, flood channels, street gutters, and other 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 is not planning to create or eliminate any positions this fiscal year. The title of Operations Manager will be changed to Director of Operations.

Specialty Vehicle Purchase

The Department will be purchasing (1) full-size truck that will be specially modified and equipped to support underground storm drain inspections and treatments.

Replacement Vehicle Purchase

The Department will be purchasing (2) full-size trucks as part of an ongoing schedule to replace the oldest and/or most costly vehicles in the fleet. The systematic replacement of vehicles will reduce maintenance costs while improving safety and efficiency.

Personnel Summary

Full-time Positions	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Proposed
Director of Operations	1	1	1	1
Operations Coordinator	1	1	1	1
Fleet Mechanic	1	0	0	0
Data Analyst	1	1	1	1
Facility Maintenance	1	1	1	1
VC Specialist III	2	2	2	2
VC Specialist II	10	8	8	8
VC Specialist I	1	4	4	4
Limited Surveillance Tech	4	2	2	1
Customer Service Rep I-Ops		1	1	1
Extra Help VC Technicians	14	10	10	9
	36	31	31	29

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

OPERATIONS DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	102,303.00	116,862.00	116,691.00	114,000.00	124,825.00
6212 · Salaries - Non Exempt	935,007.00	944,574.00	1,055,922.00	1,020,500.00	1,292,850.00
6216 · Salaries - Overtime	2,265.00	5,648.00	35,000.00	35,000.00	16,000.00
6218 · Salaries - Vacation	64,279.00	55,919.00	46,539.00	56,000.00	58,200.00
6219 · Salaries - Holiday	55,672.00	51,479.00	60,389.00	62,694.00	75,650.00
6220 · Salaries - Sick Pay	51,341.00	39,318.00	48,756.00	48,756.00	62,800.00
6230 · Salaries - Extra Help	176,861.00	125,362.00	179,800.00	165,000.00	190,000.00
6240 · Social Security	6,083.00	1,945.00	6,125.00	2,800.00	9,800.00
6140 · Medicare	21,262.00	20,858.00	24,000.00	21,350.00	28,900.00
6070 · Cafeteria Benefit	173,974.00	180,217.00	192,000.00	192,600.00	230,000.00
6200 · Retirement - Classic	43,423.00	36,864.00	48,560.00	41,000.00	47,000.00
6201 · Retirement - PEPRA	54,041.00	59,672.00	78,590.00	74,000.00	94,500.00
Total SALARIES & BENEFITS	1,686,511.00	1,638,718.00	1,892,172.00	1,833,700.00	2,230,525.00
ORGANIZATIONAL EXPENDITURES					
6007 · Automobile Lease	82,166.00	27,427.00	35,100.00	37,523.00	0.00
6006 · Grant Expenses	0.00	14,907.00	0.00	0.00	0.00
6035 · Computer Hardware	15,881.00	1,190.00	6,000.00	5,000.00	20,000.00
6036 · Computer Software	400.00	1,350.00	5,000.00	4,500.00	5,000.00
6040 · Facility Maint.	38,778.00	77,277.00	40,000.00	55,000.00	50,000.00
6042 · Equipment Maint.	1,223.00	875.00	4,000.00	3,000.00	3,000.00
6044 · Grounds	1,201.00	140.00	10,000.00	2,000.00	2,000.00
6185 · Postage	171.00	102.00	1,000.00	2,800.00	5,000.00
6186 · Printing & Reproduction	1,500.00	0.00	1,000.00	0.00	1,500.00
6331 · Professional Development	0.00	1,240.00	2,000.00	300.00	2,000.00
6232 · Seminars and Meetings	6,729.00	4,745.00	2,500.00	2,500.00	16,500.00
6283 · Pesticides	56,501.00	24,379.00	120,000.00	120,000.00	140,000.00
6260 · Vehicle Maintenance	53,504.00	50,505.00	60,000.00	50,000.00	60,000.00
6262 · Gasoline	55,546.00	42,609.00	65,000.00	62,000.00	70,000.00
6270 · Office Supplies	2,815.00	472.00	2,500.00	2,500.00	3,500.00
6280 · Operations Supplies	12,332.00	14,885.00	15,000.00	13,500.00	15,000.00
6281 · Mosquito Fish Supplies	1,348.00	1,793.00	5,000.00	3,500.00	0.00
6302 · Safety	19,126.00	11,768.00	25,000.00	24,000.00	25,000.00
6304 · Surveillance, Aerial	0.00	25,136.00	25,500.00	25,500.00	25,500.00
6330 · Training, CEU's	3,604.00	3,816.00	6,000.00	6,000.00	6,000.00
6171 · Misc Rentals	0.00	0.00	2,000.00	0.00	2,000.00
6334 · Boots	0.00	3,334.00	4,500.00	4,500.00	5,500.00
6333 · Branded Clothing	0.00	2,376.00	2,000.00	2,000.00	2,000.00
6332 · Uniforms	10,621.00	10,570.00	12,000.00	11,500.00	12,000.00
Total ORGANIZATIONAL EXPENDITURES	363,446.00	320,896.00	451,100.00	437,623.00	471,500.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

OPERATIONS DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
CAPITAL OUTLAY AND RESTRICTED					
8000 - Capital Outlay - General	<u>59,300.00</u>	<u>88,951.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>
Total CAPITAL OUTLAY AND RESTRICTED	59,300.00	88,951.00	100,000.00	100,000.00	100,000.00
NET EXPENDITURES					
	2,109,257.00	2,048,565.00	2,443,272.00	2,371,323.00	2,802,025.00

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 Director of Scientific Programs, two Vector Ecologists, two Assistant Vector Ecologists, one Vector Control Specialist 1 and one LTD 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 Assistant Vector Ecologists, Vector Control Specialist 1 and LTD Surveillance technician set traps weekly for arbovirus surveillance. All members of the department complete an individual research project in addition to field work to trial new treatment methods.

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

Budget Highlights

Personnel – Seven Surveillance Department staff members monitor mosquito populations and environmental evidence of arbovirus to aid in efficiently targeting operational and communications work in the district. The surveillance department has established a proactive surveillance system to serve the communities of the districts. The Senior Vector Ecologist position was re-hired as a Vector Ecologist position in 2020 to increase efficiency within the department.

New Technologies Program – The Surveillance Department identifies and tests new technology for use in the district. As new formulations of pesticides become available, it is important to evaluate their efficacy against mosquitoes in the San Gabriel Valley and the Surveillance Department tests promising new products to determine their suitability for use in the District. These evaluations increase efficiency across departments in achieving the District's mission.

Mosquito Ecology Program – The unique ecology of the San Gabriel Valley provides an opportunity to perform ecological research as it relates to the biology of mosquitoes. The Surveillance department collaborates with the other departments, other mosquito control agencies and universities to use mosquito ecology in increasing programmatic efficiencies.

Personnel Summary

Full Time Positions	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Actual	Proposed
Director of Scientific Programs	1	1	1	1
Sr. Vector Ecologist	1	1	0	0
Vector Ecologist	1	2	2	2
Asst Vector Ecologist	2	2	2	2
Vector Control Spec I - Surveil	0	0	0	1
Ltd Asst Vector Ecologist	1	1	2	1
E/H VC Tech - Surveillance	8	1	0	0
	14	8	7	7

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21/22 BUDGET

SURVEILLANCE DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	92,001.00	107,589.00	116,399.00	116,400.00	124,825.00
6212 · Salaries - Non Exempt	92,674.00	164,079.00	384,940.00	286,000.00	435,910.00
6216 · Salaries - Overtime	247.00	705.00	1,500.00	500.00	1,500.00
6218 · Salaries - Vacation	22,226.00	2,613.00	18,585.00	18,000.00	20,320.00
6219 · Salaries - Holiday	9,917.00	7,059.00	21,561.00	18,000.00	24,855.00
6220 · Salaries - Sick Pay	9,476.00	4,382.00	16,585.00	12,000.00	21,520.00
6230 · Salaries - Part-time - XH	7,446.00	8,911.00	0.00	0.00	0.00
6240 · Social Security	1,759.00	686.00	0.00	0.00	0.00
6140 · Medicare	3,412.00	4,400.00	8,040.00	6,850.00	9,075.00
6070 · Cafeteria Benefit	50,969.77	53,301.00	67,200.00	77,450.00	79,800.00
6200 · Retirement - Classic	0.00	0.00	0.00	0.00	0.00
6201 · Retirement - PEPRA	11,845.00	17,001.00	42,860.00	28,200.00	47,215.00
Total SALARIES & BENEFITS	301,972.77	370,726.00	675,670.00	561,400.00	765,020.00
ORGANIZATIONAL EXPENDITURES					
6035 · Computer Hardware	2,374.00	0.00	4,000.00	4,889.00	2,000.00
6036 · Computer Software	59.00	147.00	500.00	119.00	500.00
6185 · Postage	53.00	79.00	500.00	150.00	1,500.00
6006 · Grant Expenses		9,972.00		0.00	0.00
6232 · Seminars and Meetings	7,493.00	7,334.00	1,500.00	1,200.00	8,900.00
6250 · Surveillance Supplies	19,474.00	15,795.00	17,400.00	16,000.00	15,000.00
6251 · Arbovirus Testing Supplies	1,644.00	20,923.00	26,000.00	26,000.00	26,000.00
6281 · Fish Supplies	0.00	0.00	0.00	0.00	5,000.00
6333 · Branded Clothing	0.00	2,070.00	5,000.00	5,000.00	6,000.00
6270 · Office Supplies	177.00	1,584.00	1,600.00	500.00	1,600.00
Total ORGANIZATIONAL EXPENDITURES	31,274.00	57,904.00	56,500.00	53,868.00	66,500.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	10,214.00	34,000.00	35,458.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	10,214.00	34,000.00	35,458.00	0.00
NET EXPENDITURES					
NET EXPENDITURES	333,246.77	438,844.00	766,170.00	650,716.00	831,520.00

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 - Six Communications Department staff members provide outreach to nearly 2 million residents within the District. 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. The demand for our services continues to grow as more stakeholders request in-person participation, virtual presentations, and online content that the staff produces in-house. The Department is not planning to create or eliminate any positions this fiscal year. To reflect current and updated job duties, the Public Information Officer will be converted to Director of Communications.

Education Program – The District’s EcoHealth Vector Education Program serves at least 550 private and public schools. Two teacher-credentialed Education Specialists provide key public health education about mosquito-borne disease prevention. From in-classroom programs to citizen science projects, the Education Specialists require materials and support to reach the thousands of families in San Gabriel Valley. The Education Specialists will continue to meet the increased demand for remote learning content due to major shifts in the public and private education fields.

Computer Software and Website Service – To maximize reach to nearly two million residents, the District must acknowledge the growing need of the public to learn remotely and in-person. The demand for remote learning content from our EcoHealth and general outreach programs means staff must be ready to deliver education swiftly and in a relevant format that is accepted by residents, families and other District stakeholders.

Department: Communications

Personnel Summary

Full Time Positions	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Proposed
Director of Communications	0	0	0	1
Public Information Officer	1	1	1	0
Education Specialist	1	2	2	2
Creative Services Specialist	0	1	1	0
Communications Specialist	1	0	0	1
Outreach Assistant	0	1	1	1
Extra Help Outreach Assistant	1	1	2	1
	4	6	7	6

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
FY 21/22 BUDGET

COMMUNICATIONS DEPARTMENT					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6210 · Salaries - Exempt	88,071.00	98,029.00	107,009.00	97,800.00	124,825.00
6212 · Salaries - Non Exempt	116,477.00	223,518.00	235,365.00	242,540.00	276,705.00
6216 · Salaries - Overtime	302.00	860.00	1,500.00	800.00	1,500.00
6218 · Salaries - Vacation	8,053.00	11,212.00	10,471.00	10,000.00	12,130.00
6219 · Salaries - Holiday	10,372.00	13,260.00	13,612.00	13,612.00	15,770.00
6220 · Salaries - Sick Pay	4,677.00	4,498.00	11,232.00	11,232.00	12,545.00
6230 · Salaries - Extra Help	17,889.00	3,952.00	37,980.00	17,000.00	35,915.00
6240 · Social Security	1,017.00	956.00	2,045.00	805.00	2,230.00
6140 · Medicare	3,280.00	4,809.00	6,000.00	5,400.00	6,905.00
6070 · Cafeteria Benefit	24,988.00	51,431.00	48,000.00	48,000.00	57,000.00
6200 · Retirement - Classic	7,801.00	7,699.00	9,485.00	9,200.00	9,995.00
6201 · Retirement - PEPRA	29,438.00	20,919.00	22,780.00	27,980.00	26,445.00
Total SALARIES & BENEFITS	312,365.00	441,143.00	505,479.00	484,369.00	581,965.00
ORGANIZATIONAL EXPENDITURES					
6003 · Advertising	53.68	24,462.00	30,000.00	30,000.00	30,000.00
6006 · Grant Expenses	0.00	0.00	0.00	0.00	2,137.00
6035 · Computer Hardware	1,024.00	4,720.00	5,000.00	482.00	5,000.00
6036 · Computer Software	1,844.00	1,187.00	6,000.00	5,800.00	6,500.00
6037 · Website and Email Service	2,960.00	5,621.00	6,200.00	6,200.00	7,000.00
6185 · Postage	545.00	12.00	3,500.00	1,000.00	3,500.00
6186 · Printing & Reproduction	9,660.00	8,755.00	18,000.00	14,000.00	18,000.00
6188 · Media Production	0.00	2,583.00	6,000.00	4,500.00	6,000.00
6076 · Event Participation Fees	0.00	301.00	4,000.00	2,000.00	4,000.00
6333 · Branded Clothing	0.00	775.00	800.00	100.00	800.00
6232 · Seminars and Meetings	2,633.00	5,248.00	7,000.00	3,000.00	12,000.00
6270 · Office Supplies	1,498.00	707.00	1,000.00	900.00	1,000.00
6290 · Communications Supplies	8,611.00	12,234.00	10,000.00	5,000.00	10,000.00
8305 · Education Program Supplies	331.00	4,477.00	18,000.00	18,000.00	18,000.00
Total ORGANIZATIONAL EXPENDITURES	29,159.68	71,082.00	115,500.00	90,982.00	123,937.00
CAPITAL OUTLAY AND RESTRICTED					
8000 · Capital Outlay - General	0.00	34,323.00	8,000.00	8,000.00	0.00
Total CAPITAL OUTLAY AND RESTRICTED	0.00	34,323.00	8,000.00	8,000.00	0.00
NET EXPENDITURES	341,524.68	546,548.00	628,979.00	583,351.00	705,902.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

NON-DEPARTMENTAL					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
Revenue					
4010 · Assessments	4,576,291.00	5,187,311.00	5,042,451.00	5,350,250.00	5,491,434.00
4015 · Delinquent Assessments	13,738.00	9,708.00	13,000.00	9,810.00	20,000.00
4050 · Interest, LA County	48,327.00	53,795.00	42,000.00	15,000.00	26,000.00
4060 · Interest Income, LAIF	33,099.00	28,250.00	31,000.00	9,075.00	25,000.00
4070 · Interest Income, Citizens Sweep	529.00	1,039.00	700.00	666.00	700.00
4075 · Interest Income, VCJPA	4,535.00	1,500.00	4,300.00	3,950.00	4,300.00
4030 · Grants	0.00	6,247.00	0.00	0.00	0.00
Total Revenue	4,676,519.00	5,287,850.00	5,133,451.00	5,388,751.00	5,567,434.00

Account Classification	2018 - 2019 Actual	2018 - 2019 Actual	2020 - 2021 Proposed Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
SALARIES & BENEFITS					
Salaries					
6122 · Unemployment	21,057.00	17,146.00	25,000.00	25,000.00	28,000.00
6234 · Tuition Reimbursement	2,000.00	0.00	4,000.00	1,500.00	8,000.00
6200 · Retirement Classic	200,225.00	127,772.00	111,800.00	0.00	0.00
6201 · Retirement PEPRA	78,243.00	19,560.00	148,150.00	0.00	0.00
6202 · Classic Unfunded Liability	0.00	0.00	151,439.00	146,125.00	172,300.00
6203 · PEPRA Unfunded Liability	0.00	0.00	8,342.00	8,342.00	8,720.00
6065 · Group Term Life	3,759.00	4,394.00	4,300.00	4,478.00	4,800.00
6072 · Health Benefits - Retired EE	13,731.00	23,251.00	26,000.00	22,100.00	35,000.00
6074 · Post Retirement Benefits	50,000.00	50,000.00	50,000.00	0.00	200,000.00
Total SALARIES & BENEFITS	369,015.00	242,123.00	529,031.00	207,545.00	454,820.00

ORGANIZATIONAL EXPENDITURES					
6010 · Awards	3,144.00	1,557.00	3,000.00	2,100.00	3,000.00
6020 · Bank Charges	10,071.00	12,582.00	19,000.00	17,500.00	19,000.00
6035 · Computer Hardware	20,660.00	51,651.00	25,000.00	6,000.00	25,000.00
6036 · Computer Software-Licenses	22,396.00	16,213.00	40,000.00	10,000.00	35,000.00
6312 · Communications, Field	29,197.00	37,244.00	42,000.00	47,600.00	42,000.00
6315 · Telephone, Internet	11,827.00	11,980.00	14,000.00	12,500.00	14,000.00
6320 · Telephone, Office	12,026.00	12,898.00	15,500.00	10,600.00	13,000.00
6090 · Auto Insurance	1,648.00	1,700.00	2,257.00	2,257.00	2,700.00
6100 · Liability Insurance	63,019.00	79,388.00	79,056.00	84,115.00	89,000.00
6110 · Workers Comp Insurance	110,842.00	109,884.00	114,890.00	114,515.00	147,400.00
6120 · Property Insurance	3,196.00	2,589.00	6,423.00	6,143.00	7,220.00
6085 · VCJPA General Fund	8,348.00	10,005.00	9,248.00	7,517.00	7,530.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

FY 21-22 BUDGET

NON-DEPARTMENTAL					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
6111 · Other Insurance	1,471.00	1,471.00	3,500.00	3,300.00	4,850.00
6073 · Equipment Lease	37,584.00	19,778.00	21,000.00	19,400.00	21,000.00
6075 · Fees & Assessments	3,195.00	5,563.00	4,300.00	4,150.00	4,300.00
6080 · Hiring Expenses	2,931.00	4,312.00	4,000.00	4,300.00	4,600.00
6150 · Memberships	24,946.00	21,710.00	32,000.00	24,900.00	30,000.00
6170 · Miscellaneous Expenses	4,476.00	3,461.00	3,500.00	2,400.00	3,500.00
6000 · Accounting Services	14,558.00	32,285.00	22,000.00	21,350.00	24,000.00
6130 · Legal Services	17,385.00	27,030.00	75,000.00	75,000.00	70,000.00
6190 · Other Services	2,880.00	0.00	2,000.00	500.00	2,000.00
6046 · Professional Services - IT	32,157.00	29,027.00	50,000.00	36,000.00	50,000.00
6192 · Research	0.00	0.00	0.00	0.00	0.00
6300 · Reference	0.00	0.00	500.00	630.00	800.00
6310 · Benefit Assessment Admin Cost	95,354.00	114,674.00	118,000.00	115,000.00	116,000.00
6340 · Electric Service	30,149.00	26,032.00	30,000.00	27,000.00	28,000.00
6341 · Natural Gas	2,262.00	2,412.00	3,100.00	3,100.00	3,300.00
6343 · Water Service	1,798.00	1,901.00	2,200.00	1,750.00	2,200.00
Total ORGANIZATIONAL EXPENDITURES	667,520.00	637,347.00	741,474.00	659,627.00	769,400.00

NET REVENUE & EXPENDITURES	3,739,984.00	4,408,380.00	3,862,946.00	4,521,579.00	4,343,214.00
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SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
FY 21/22 BUDGET

DESIGNATED RESERVES					
Account Classification	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
3100 · Public Health Emergency	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
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	0.00
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	0.00
3125 · Capital Projects	612,923.00	469,923.00	958,008.00	958,008.00	728,008.00
Transfers In	0.00	488,085.00	0.00	0.00	0.00
Transfers Out	(143,000.00)	0.00	0.00	(230,000.00)	(100,000.00)
Revenue & Transfers In Total	0.00	958,008.00	0.00	0.00	0.00
Expense & Transfer Out Total	(143,000.00)	0.00	0.00	(230,000.00)	(100,000.00)
Net (Use of) Addition to Reserves	(143,000.00)	488,085.00	0.00	728,008.00	628,008.00
3160 · Pension Liability	200,258.00	200,258.00	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	(200,000.00)
Revenue & Transfers In Total	0.00	0.00	0.00	0.00	0.00
Expense & Transfer Out Total	0.00	0.00	0.00	0.00	(200,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	0.00	0.00	258.00
3165 · Building/Facilities	0.00	100,000.00	100,000.00	100,000.00	224,761.00
Transfers In	100,000.00	49,000.00	224,761.00	224,761.00	0.00
Transfers Out	0.00	0.00	(100,000.00)	(100,000.00)	(30,000.00)
Revenue & Transfers In Total	100,000.00	149,000.00	324,761.00	324,761.00	0.00
Expense & Transfer Out Total	0.00	0.00	(100,000.00)	(100,000.00)	(30,000.00)
Net (Use of) Addition to Reserves	0.00	0.00	\$224,761.00	224,761.00	\$194,761.00
3170 · Vehicle Replacement	0.00	43,760.00	43,760.00	43,760.00	105,761.00
Transfers In	251,423.28	0.00	105,761.00	105,761.00	0.00
Transfers Out	(120,000.00)	0.00	(43,760.00)	(43,760.00)	(105,761.00)
Revenue & Transfers In Total	251,423.28	0.00	149,521.00	149,521.00	0.00
Expense & Transfer Out Total	(120,000.00)	0.00	(43,760.00)	(43,760.00)	(105,761.00)
Net (Use of) Addition to Reserves	131,423.28	0.00	105,761.00	105,761.00	0.00
Total Reserves	2,227,804.28	2,189,141.00	2,958,748.00	2,584,988.00	2,149,227.00

SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT
FY 21/22 BUDGET

RESTRICTED RESERVE ACCOUNTS	2018 - 2019 Actual	2019 - 2020 Actual	2020 - 2021 Adopted Budget	2020 - 2021 Estimated Actual	2021 - 2022 Proposed Budget
3180 - VCJPA Property Contingency Fund	97,113.00	97,113.00	97,200.00	110,000.00	110,000.00
Total Reserves	<u>97,113.00</u>	<u>97,113.00</u>	<u>97,200.00</u>	<u>97,000.00</u>	<u>110,000.00</u>

GRAND TOTAL RESERVES	2,324,917.28	2,286,254.00	3,055,948.00	2,681,988.00	2,259,227.00
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Capital Outlay Summary

	2021-2022 Budget
Operating Fund	
Executive:	
Building and Improvements	
Repair and improvement of the Operations Building	\$ 100,000
Digitization of district telephone system	\$ 30,000
Prefunding Pension and/or Other Post-Retirement Benefit Liabilities	<u>\$ 200,000</u>
Total	<u>\$ 330,000</u>
Operations:	
Vehicles:	
Replacement of two fleet vehicles	\$ 60,000
Replacement of specialty underground vehicle	<u>\$ 40,000</u>
Total	<u>\$ 100,000</u>
 Total Operating Fund	 <u><u>\$ 430,000</u></u>

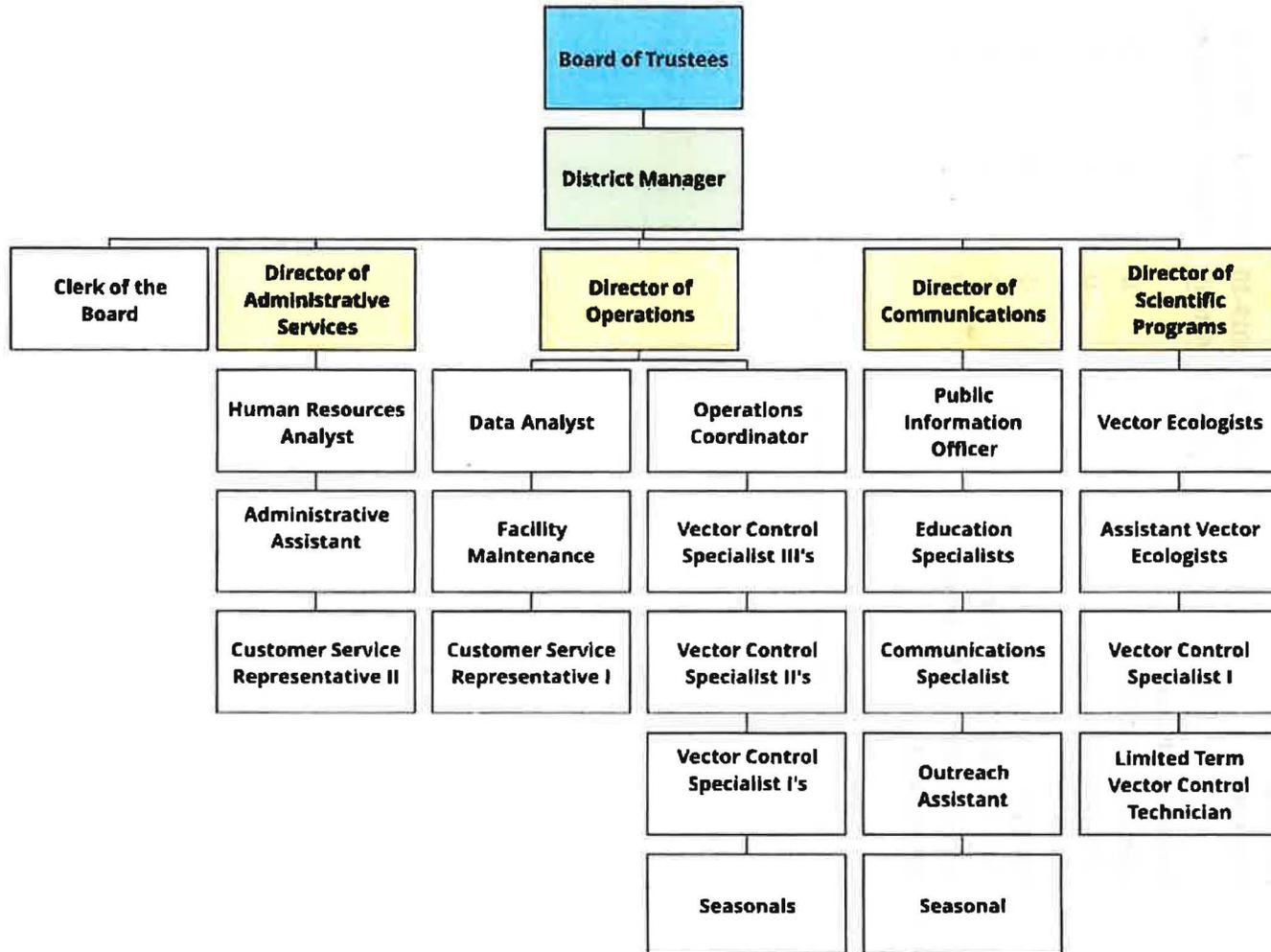
Personnel Summary

Full Time Personnel	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Actual	Proposed
District Manager	1	1	1	1
* Director of Administration	1	1	1	1
* Director of Operations	1	1	1	1
* Director of Communications	0	0	0	1
* Director of Scientific Programs	1	1	1	1
Public Information Officer	1	1	1	0
Administrative Assistant	1	1	1	1
Exec Assist/Clerk of the Board	1	1	1	1
Customer Service Rep II Admin	0	0	0	1
Customer Service Rep I Admin	0	1	1	1
* Human Resources Analyst	0	1	1	1
Operations Coordinator	1	1	1	1
Data Analyst	1	1	1	1
Facility Maintenance	0	1	1	1
Vector Control Specialist III	2	2	2	2
Vector Control Specialist II	10	8	8	8
Vector Control Specialist I	0	4	4	4
Ltd Term VC Techs - Ops	5	2	2	1
Customer Service Rep II Ops	0	0	0	0
Customer Service Rep I - Ops	0	1	1	1
Vector Ecologist	1	2	2	2
Asst Vector Ecologist	2	2	2	2
Vector Control Specialist I - Surveil	0	0	0	1
Ltd Term VC Techs - Surveil	0	2	2	1
Education Specialist	1	2	2	2
Communications Specialist	0	1	1	1
Outreach Assistant	0	1	1	1
Total Full Time Employees	30	39	39	39
Seasonal/Extra Help Employees				
Extra Help VC Techs - Ops	8	6	10	9
Extra Help VC Techs - Surveil	10	8	0	0
Extra Help Outreach Assistant	0	1	2	1
Total Extra Help Employees	18	15	12	10

Personnel Summary

Full Time Personnel	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Proposed
Inactive Positions				
Operations Assistant	1	0	0	0
Fleet Mechanic	1	0	0	0
Sr. Vector				
Ecologist	1	0	0	0
Extra Help Asst Vec Ecologist	0	0	0	0
Ltd Term Asst Vector Ecologist	0	0	0	0
* Title Change				

San Gabriel Valley MVCD Organizational Chart



Salary Schedule F I Year 2021-2022
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	
District Manager	\$145,440.00	\$149,985.00	\$154,530.00	\$159,075.00	\$163,620.00	\$168,165.00	\$172,710.00	\$177,255.00	\$181,800.00	Annual
est prior to 2009	\$12,120.00	\$12,498.75	\$12,877.50	\$13,256.25	\$13,635.00	\$14,013.75	\$14,392.50	\$14,771.25	\$15,150.00	Monthly
	\$5,593.85	\$5,768.65	\$5,943.46	\$6,118.27	\$6,293.08	\$6,467.88	\$6,642.69	\$6,817.50	\$6,992.31	Bi-Weekly
	\$69.92	\$72.11	\$74.29	\$76.48	\$78.66	\$80.85	\$83.03	\$85.22	\$87.40	Hourly
Director of Administrative Services	\$99,859.10	\$102,979.70	\$106,100.30	\$109,220.90	\$112,341.49	\$115,462.09	\$118,582.69	\$121,703.28	\$124,823.88	Annual
est prior to 2009 - Exempt	\$8,321.59	\$8,581.64	\$8,841.69	\$9,101.74	\$9,361.79	\$9,621.84	\$9,881.89	\$10,141.94	\$10,401.99	Monthly
Title change-conversion 7/1/21	\$3,840.73	\$3,960.76	\$4,080.78	\$4,200.80	\$4,320.83	\$4,440.85	\$4,560.87	\$4,680.90	\$4,800.92	Bi-Weekly
	\$48.01	\$49.51	\$51.01	\$52.51	\$54.01	\$55.51	\$57.01	\$58.51	\$60.01	Hourly
Public Information Officer	\$88,592.35	\$91,360.86	\$94,129.37	\$96,897.89	\$99,666.40	\$102,434.91	\$105,203.42	\$107,971.93	\$110,740.44	Annual
est prior to 2009 - Exempt	\$7,382.70	\$7,613.41	\$7,844.11	\$8,074.82	\$8,305.53	\$8,536.24	\$8,766.95	\$8,997.66	\$9,228.37	Monthly
Title change-conversion 7/1/21	\$3,407.40	\$3,513.88	\$3,620.36	\$3,726.84	\$3,833.32	\$3,939.80	\$4,046.29	\$4,152.77	\$4,259.25	Bi-Weekly
	\$42.59	\$43.92	\$45.25	\$46.59	\$47.92	\$49.25	\$50.58	\$51.91	\$53.24	Hourly
Human Resources Analyst	\$74,910.33	\$77,251.27	\$79,592.22	\$81,933.17	\$84,274.12	\$86,615.06	\$88,956.01	\$91,296.96	\$93,637.91	Annual
est Jul 2019 - Exempt	\$6,242.53	\$6,437.61	\$6,632.69	\$6,827.76	\$7,022.84	\$7,217.92	\$7,413.00	\$7,608.08	\$7,803.16	Monthly
Title change-conversion 7/1/21	\$2,881.17	\$2,971.20	\$3,061.24	\$3,151.28	\$3,241.31	\$3,331.35	\$3,421.39	\$3,511.42	\$3,601.46	Bi-Weekly
	\$36.01	\$37.14	\$38.27	\$39.39	\$40.52	\$41.64	\$42.77	\$43.89	\$45.02	Hourly
Exec Asst/Clerk of the Board	\$68,581.17	\$70,724.33	\$72,867.49	\$75,010.65	\$77,153.81	\$79,296.97	\$81,440.13	\$83,583.30	\$85,726.46	Annual
est prior to 2009	6,242.53	6,437.61	6,632.69	6,827.76	7,022.84	7,217.92	7,413.00	7,608.08	\$7,143.87	Monthly
	2,881.17	2,971.20	3,061.24	3,151.28	3,241.31	3,331.35	3,421.39	3,511.42	\$3,297.17	Bi-Weekly
	36.01	37.14	38.27	39.39	40.52	41.64	42.77	43.89	\$41.21	Hourly
Administrative Assistant	\$65,708.77	\$67,762.17	\$69,815.57	\$71,868.97	\$73,922.37	\$75,975.77	\$78,029.17	\$80,082.57	\$82,135.97	Annual
est prior to 2009	5,475.73	5,646.85	5,817.96	5,989.08	6,160.20	6,331.31	6,502.43	6,673.55	6,844.66	Monthly
	2,527.26	2,606.24	2,685.21	2,764.19	2,843.17	2,922.14	3,001.12	3,080.10	3,159.08	Bi-Weekly
	31.59	32.58	33.57	34.55	35.54	36.53	37.51	38.50	39.49	Hourly
Vector Control Specialist III	\$75,830.09	\$78,199.78	\$80,569.47	\$82,939.16	\$85,308.85	\$87,678.54	\$90,048.23	\$92,417.92	\$94,787.61	Annual
est prior to 2009	\$6,319.17	\$6,516.65	\$6,714.12	\$6,911.60	\$7,109.07	\$7,306.55	\$7,504.02	\$7,701.49	\$7,898.97	Monthly
	\$2,916.54	\$3,007.68	\$3,098.83	\$3,189.97	\$3,281.11	\$3,372.25	\$3,463.39	\$3,554.54	\$3,645.68	Bi-Weekly
	\$36.46	\$37.60	\$38.74	\$39.87	\$41.01	\$42.15	\$43.29	\$44.43	\$45.57	Hourly
Vector Control Specialist II	\$68,937.88	\$71,092.19	\$73,246.50	\$75,400.81	\$77,555.12	\$79,709.43	\$81,863.73	\$84,018.04	\$86,172.35	Annual
est prior to 2009	\$5,744.82	\$5,924.35	\$6,103.87	\$6,283.40	\$6,462.93	\$6,642.45	\$6,821.98	\$7,001.50	\$7,181.03	Monthly
	\$2,651.46	\$2,734.32	\$2,817.17	\$2,900.03	\$2,982.89	\$3,065.75	\$3,148.61	\$3,231.46	\$3,314.32	Bi-Weekly
	\$33.14	\$34.18	\$35.21	\$36.25	\$37.29	\$38.32	\$39.36	\$40.39	\$41.43	Hourly
Vector Control Specialist I	\$62,043.32	\$63,982.18	\$65,921.03	\$67,859.88	\$69,798.74	\$71,737.59	\$73,676.45	\$75,615.30	\$77,554.15	Annual
est prior to 2009	\$5,170.28	\$5,331.85	\$5,493.42	\$5,654.99	\$5,816.56	\$5,978.13	\$6,139.70	\$6,301.27	\$6,462.85	Monthly
	\$2,386.28	\$2,460.85	\$2,535.42	\$2,610.00	\$2,684.57	\$2,759.14	\$2,833.71	\$2,908.28	\$2,982.85	Bi-Weekly
	\$29.83	\$30.76	\$31.69	\$32.62	\$33.56	\$34.49	\$35.42	\$36.35	\$37.29	Hourly
Education Specialist	\$73,456.90	\$75,752.42	\$78,047.95	\$80,343.48	\$82,639.01	\$84,934.54	\$87,230.06	\$89,525.59	\$91,821.12	Annual
est prior to 2009	\$6,121.41	\$6,312.70	\$6,504.00	\$6,695.29	\$6,886.58	\$7,077.88	\$7,269.17	\$7,460.47	\$7,651.76	Monthly
	\$2,825.27	\$2,913.55	\$3,001.84	\$3,090.13	\$3,178.42	\$3,266.71	\$3,355.00	\$3,443.29	\$3,531.58	Bi-Weekly
	\$35.32	\$36.42	\$37.52	\$38.63	\$39.73	\$40.83	\$41.94	\$43.04	\$44.14	Hourly

Salary Schedule FY 2021-2022
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	
EXTRA HELP POSITIONS										
Limited Term Vector Control Tech	\$14.98	\$15.45	\$15.92	\$16.39	\$16.86	\$17.33	\$17.79	\$18.26	\$18.92	Hourly
Extra-help VC Technician est prior to 2009	\$15.14	\$15.62	\$16.09	\$16.56	\$17.03	\$17.51	\$17.98	\$18.45	\$18.93	Hourly
Extra-help Asst. Vec. Ecologist est prior to 2009	\$15.93	\$16.42	\$16.92	\$17.42	\$17.92	\$18.41	\$18.91	\$19.41	\$19.91	Hourly
Extra Help Outreach Assistant est Jul 2018	\$15.17	\$15.65	\$16.12	\$16.60	\$17.07	\$17.55	\$18.02	\$18.49	\$18.97	Hourly

Salary Schedule Fiscal Year 2021-2022 for Employees Hired After December 31, 2012 PEPR

Classification Title	Step 1	Step 1.5	Step 2	Step 2.5	Step 3	Step 3.5	Step 4	Step 4.5	Step 5	
Director of Scientific Programs	\$99,859.10	\$102,979.70	\$106,100.30	\$109,220.90	\$112,341.49	\$115,462.09	\$118,582.69	\$121,703.28	\$124,823.88	Annual
Exempt - Title change 7/1/21	\$8,321.59	\$8,581.64	\$8,841.69	\$9,101.74	\$9,361.79	\$9,621.84	\$9,881.89	\$10,141.94	\$10,401.99	Monthly
	\$3,840.73	\$3,960.76	\$4,080.78	\$4,200.80	\$4,320.83	\$4,440.85	\$4,560.87	\$4,680.90	\$4,800.92	Bi-Weekly
	\$48.01	\$49.51	\$51.01	\$52.51	\$54.01	\$55.51	\$57.01	\$58.51	\$60.01	Hourly
Director of Operations	\$99,859.10	\$102,979.70	\$106,100.30	\$109,220.90	\$112,341.49	\$115,462.09	\$118,582.69	\$121,703.28	\$124,823.88	Annual
Exempt - Title change 7/1/21	\$8,321.59	\$8,581.64	\$8,841.69	\$9,101.74	\$9,361.79	\$9,621.84	\$9,881.89	\$10,141.94	\$10,401.99	Monthly
	\$3,840.73	\$3,960.76	\$4,080.78	\$4,200.80	\$4,320.83	\$4,440.85	\$4,560.87	\$4,680.90	\$4,800.92	Bi-Weekly
	\$48.01	\$49.51	\$51.01	\$52.51	\$54.01	\$55.51	\$57.01	\$58.51	\$60.01	Hourly
Director of Communications	\$99,859.10	\$102,979.70	\$106,100.30	\$109,220.90	\$112,341.49	\$115,462.09	\$118,582.69	\$121,703.28	\$124,823.88	Annual
Exempt - Title change & conversion 7/1/21	\$8,321.59	\$8,581.64	\$8,841.69	\$9,101.74	\$9,361.79	\$9,621.84	\$9,881.89	\$10,141.94	\$10,401.99	Monthly
	\$3,840.73	\$3,960.76	\$4,080.78	\$4,200.80	\$4,320.83	\$4,440.85	\$4,560.87	\$4,680.90	\$4,800.92	Bi-Weekly
	\$48.01	\$49.51	\$51.01	\$52.51	\$54.01	\$55.51	\$57.01	\$58.51	\$60.01	Hourly
Public Information Officer	\$84,162.73	\$86,792.82	\$89,422.91	\$92,052.99	\$94,683.08	\$97,313.16	\$99,943.25	\$102,573.33	\$105,203.42	Annual
Exempt	\$7,013.56	\$7,232.73	\$7,451.91	\$7,671.08	\$7,890.26	\$8,109.43	\$8,328.60	\$8,547.78	\$8,766.95	Monthly
	\$3,237.03	\$3,338.19	\$3,439.34	\$3,540.50	\$3,641.66	\$3,742.81	\$3,843.97	\$3,945.13	\$4,046.29	Bi-Weekly
	\$40.46	\$41.73	\$42.99	\$44.26	\$45.52	\$46.79	\$48.05	\$49.31	\$50.58	Hourly
Exec Asst/Clerk of the Board	\$60,541.20	\$62,433.11	\$64,325.03	\$66,216.94	\$68,108.85	\$70,000.76	\$71,892.68	\$73,784.59	\$81,636.09	Annual
	\$5,045.10	\$5,202.76	\$5,360.42	\$5,518.08	\$5,675.74	\$5,833.40	\$5,991.06	\$6,148.72	\$6,803.01	Monthly
	\$2,328.51	\$2,401.27	\$2,474.04	\$2,546.81	\$2,619.57	\$2,692.34	\$2,765.10	\$2,837.87	\$3,139.85	Bi-Weekly
	\$29.11	\$30.02	\$30.93	\$31.84	\$32.74	\$33.65	\$34.56	\$35.47	\$39.25	Hourly
Customer Service Rep II	\$41,669.75	\$42,971.93	\$44,274.11	\$45,576.29	\$46,878.47	\$48,180.65	\$49,482.83	\$50,785.01	\$59,082.82	Annual
est 7/1/2021	\$3,472.48	\$3,580.99	\$3,689.51	\$3,798.02	\$3,906.54	\$4,015.05	\$4,123.57	\$4,232.08	\$4,923.57	Monthly
	\$1,602.68	\$1,652.77	\$1,702.85	\$1,752.93	\$1,803.02	\$1,853.10	\$1,903.19	\$1,953.27	\$2,272.42	Bi-Weekly
	\$20.03	\$20.66	\$21.29	\$21.91	\$22.54	\$23.16	\$23.79	\$24.42	\$28.41	Hourly
Customer Service Rep I	\$41,669.75	\$42,971.93	\$44,274.11	\$45,576.29	\$46,878.47	\$48,180.65	\$49,482.83	\$50,785.01	\$52,550.22	Annual
revised Jul 2018 (Ops Asst) est 7/1/2021	\$3,472.48	\$3,580.99	\$3,689.51	\$3,798.02	\$3,906.54	\$4,015.05	\$4,123.57	\$4,232.08	\$4,379.18	Monthly
	\$1,602.68	\$1,652.77	\$1,702.85	\$1,752.93	\$1,803.02	\$1,853.10	\$1,903.19	\$1,953.27	\$2,021.16	Bi-Weekly
	\$20.03	\$20.66	\$21.29	\$21.91	\$22.54	\$23.16	\$23.79	\$24.42	\$25.26	Hourly
Vector Ecologist	\$80,009.55	\$82,509.85	\$85,010.15	\$87,510.45	\$90,010.74	\$92,511.04	\$95,011.34	\$97,511.64	\$100,011.94	Annual
	\$6,667.46	\$6,875.82	\$7,084.18	\$7,292.54	\$7,500.90	\$7,709.25	\$7,917.61	\$8,125.97	\$8,334.33	Monthly
	\$3,077.29	\$3,173.46	\$3,269.62	\$3,365.79	\$3,461.95	\$3,558.12	\$3,654.28	\$3,750.45	\$3,846.61	Bi-Weekly
	\$38.47	\$39.67	\$40.87	\$42.07	\$43.27	\$44.48	\$45.68	\$46.88	\$48.08	Hourly
Assistant Vector Ecologist	\$72,012.19	\$74,262.57	\$76,512.95	\$78,763.34	\$81,013.72	\$83,264.10	\$85,514.48	\$87,764.86	\$90,015.24	Annual
	\$6,001.02	\$6,188.55	\$6,376.08	\$6,563.61	\$6,751.14	\$6,938.67	\$7,126.21	\$7,313.74	\$7,501.27	Monthly
	\$2,769.70	\$2,856.25	\$2,942.81	\$3,029.36	\$3,115.91	\$3,202.47	\$3,289.02	\$3,375.57	\$3,462.12	Bi-Weekly
	\$34.62	\$35.70	\$36.79	\$37.87	\$38.95	\$40.03	\$41.11	\$42.19	\$43.28	Hourly
Operations Coordinator	\$81,817.76	\$84,374.56	\$86,931.37	\$89,488.17	\$92,044.98	\$94,601.78	\$97,158.59	\$99,715.39	\$102,272.20	Annual
	\$6,818.15	\$7,031.21	\$7,244.28	\$7,457.35	\$7,670.41	\$7,883.48	\$8,096.55	\$8,309.62	\$8,522.68	Monthly
	\$3,146.84	\$3,245.18	\$3,343.51	\$3,441.85	\$3,540.19	\$3,638.53	\$3,736.87	\$3,835.21	\$3,933.55	Bi-Weekly
	\$39.34	\$40.56	\$41.79	\$43.02	\$44.25	\$45.48	\$46.71	\$47.94	\$49.17	Hourly

Salary Schedule Fiscal Year 2021-2022 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	
Vector Control Specialist III	\$72,225.89	\$74,482.95	\$76,740.01	\$78,997.07	\$81,254.13	\$83,511.19	\$85,768.25	\$88,025.31	\$90,282.36	Annual
	\$6,018.82	\$6,206.91	\$6,395.00	\$6,583.09	\$6,771.18	\$6,959.27	\$7,147.35	\$7,335.44	\$7,523.53	Monthly
	\$2,777.92	\$2,864.73	\$2,951.54	\$3,038.35	\$3,125.16	\$3,211.97	\$3,298.78	\$3,385.59	\$3,472.40	Bi-Weekly
	\$34.72	\$35.81	\$36.89	\$37.98	\$39.06	\$40.15	\$41.23	\$42.32	\$43.40	Hourly
Vector Control Specialist II	\$65,649.10	\$67,700.63	\$69,752.16	\$71,803.70	\$73,855.23	\$75,906.77	\$77,958.30	\$80,009.83	\$82,061.37	Annual
	\$5,470.76	\$5,641.72	\$5,812.68	\$5,983.64	\$6,154.60	\$6,325.56	\$6,496.53	\$6,667.49	\$6,838.45	Monthly
	\$2,524.97	\$2,603.87	\$2,682.78	\$2,761.68	\$2,840.59	\$2,919.49	\$2,998.40	\$3,077.30	\$3,156.21	Bi-Weekly
	\$31.56	\$32.55	\$33.53	\$34.52	\$35.51	\$36.49	\$37.48	\$38.47	\$39.45	Hourly
Vector Control Specialist I	\$59,069.68	\$60,915.61	\$62,761.54	\$64,607.46	\$66,453.39	\$68,299.32	\$70,145.25	\$71,991.17	\$73,837.10	Annual
	\$4,922.47	\$5,076.30	\$5,230.13	\$5,383.96	\$5,537.78	\$5,691.61	\$5,845.44	\$5,999.26	\$6,153.09	Monthly
	\$2,271.91	\$2,342.91	\$2,413.91	\$2,484.90	\$2,555.90	\$2,626.90	\$2,697.89	\$2,768.89	\$2,839.89	Bi-Weekly
	\$28.40	\$29.29	\$30.17	\$31.06	\$31.95	\$32.84	\$33.72	\$34.61	\$35.50	Hourly
Data Analyst	\$64,198.28	\$66,204.48	\$68,210.68	\$70,216.87	\$72,223.07	\$74,229.26	\$76,235.46	\$78,241.66	\$80,247.85	Annual
	\$5,349.86	\$5,517.04	\$5,684.22	\$5,851.41	\$6,018.59	\$6,185.77	\$6,352.96	\$6,520.14	\$6,687.32	Monthly
	\$2,469.16	\$2,546.33	\$2,623.49	\$2,700.65	\$2,777.81	\$2,854.97	\$2,932.13	\$3,009.29	\$3,086.46	Bi-Weekly
	\$30.86	\$31.83	\$32.79	\$33.76	\$34.72	\$35.69	\$36.65	\$37.62	\$38.58	Hourly
Facility Maintenance	\$59,686.45	\$61,551.65	\$63,416.85	\$65,282.06	\$67,147.26	\$69,012.46	\$70,877.66	\$72,742.86	\$74,608.06	Annual
	\$4,973.87	\$5,129.30	\$5,284.74	\$5,440.17	\$5,595.60	\$5,751.04	\$5,906.47	\$6,061.91	\$6,217.34	Monthly
	\$2,295.63	\$2,367.37	\$2,439.11	\$2,510.85	\$2,582.59	\$2,654.33	\$2,726.06	\$2,797.80	\$2,869.54	Bi-Weekly
	\$28.70	\$29.59	\$30.49	\$31.39	\$32.28	\$33.18	\$34.08	\$34.97	\$35.87	Hourly
Education Specialist	\$69,956.64	\$72,142.79	\$74,328.93	\$76,515.08	\$78,701.22	\$80,887.37	\$83,073.51	\$85,259.66	\$87,445.80	Annual
	\$5,829.72	\$6,011.90	\$6,194.08	\$6,376.26	\$6,558.44	\$6,740.61	\$6,922.79	\$7,104.97	\$7,287.15	Monthly
	\$2,690.64	\$2,774.72	\$2,858.81	\$2,942.89	\$3,026.97	\$3,111.05	\$3,195.14	\$3,279.22	\$3,363.30	Bi-Weekly
	\$33.63	\$34.68	\$35.74	\$36.79	\$37.84	\$38.89	\$39.94	\$40.99	\$42.04	Hourly
Communications Specialist <small>revised Jul 2018</small>	\$57,293.66	\$59,084.09	\$60,874.52	\$62,664.95	\$64,455.37	\$66,245.80	\$68,036.23	\$69,826.65	\$71,617.08	Annual
	\$4,774.47	\$4,923.67	\$5,072.88	\$5,222.08	\$5,371.28	\$5,520.48	\$5,669.69	\$5,818.89	\$5,968.09	Monthly
	\$2,203.60	\$2,272.47	\$2,341.33	\$2,410.19	\$2,479.05	\$2,547.92	\$2,616.78	\$2,685.64	\$2,754.50	Bi-Weekly
	\$27.55	\$28.41	\$29.27	\$30.13	\$30.99	\$31.85	\$32.71	\$33.57	\$34.43	Hourly
Outreach Assistant <small>est. July 2019</small>	\$51,563.33	\$53,174.68	\$54,786.04	\$56,397.39	\$58,008.74	\$59,620.10	\$61,231.45	\$62,842.81	\$64,454.16	Annual
	\$4,296.94	\$4,431.22	\$4,565.50	\$4,699.78	\$4,834.06	\$4,968.34	\$5,102.62	\$5,236.90	\$5,371.18	Monthly
	\$1,983.20	\$2,045.18	\$2,107.16	\$2,169.13	\$2,231.11	\$2,293.08	\$2,355.06	\$2,417.03	\$2,479.01	Bi-Weekly
	\$24.79	\$25.56	\$26.34	\$27.11	\$27.89	\$28.66	\$29.44	\$30.21	\$30.99	Hourly
Inactive Senior Vector Ecologist	\$84,856.89	\$87,508.66	\$90,160.44	\$92,812.22	\$95,464.00	\$98,115.78	\$100,767.55	\$103,419.33	\$106,071.11	Annual
	\$7,071.41	\$7,292.39	\$7,513.37	\$7,734.35	\$7,955.33	\$8,176.31	\$8,397.30	\$8,618.28	\$8,839.26	Monthly
	\$3,263.73	\$3,365.72	\$3,467.71	\$3,569.70	\$3,671.69	\$3,773.68	\$3,875.68	\$3,977.67	\$4,079.66	Bi-Weekly
	\$40.80	\$42.07	\$43.35	\$44.62	\$45.90	\$47.17	\$48.45	\$49.72	\$51.00	Hourly
Inactive Fleet Mechanic	\$67,990.11	\$70,114.80	\$72,239.50	\$74,364.19	\$76,488.88	\$78,613.57	\$80,738.26	\$82,862.95	\$84,987.64	Annual
	\$5,665.84	\$5,842.90	\$6,019.96	\$6,197.02	\$6,374.07	\$6,551.13	\$6,728.19	\$6,905.25	\$7,082.30	Monthly
	\$2,615.00	\$2,696.72	\$2,778.44	\$2,860.16	\$2,941.88	\$3,023.60	\$3,105.32	\$3,187.04	\$3,268.76	Bi-Weekly
	\$32.69	\$33.71	\$34.73	\$35.75	\$36.77	\$37.79	\$38.82	\$39.84	\$40.86	Hourly

Salary Schedule Fiscal Year 2021-2022 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	
EXTRA HELP POSITIONS										
Limited Term Vector Control Tech	\$15.13	\$15.61	\$16.08	\$16.55	\$17.03	\$17.50	\$17.97	\$18.44	\$18.92	Hourly
Extra-help VC Technician	\$15.14	\$15.62	\$16.09	\$16.56	\$17.03	\$17.51	\$17.98	\$18.45	\$18.93	Hourly
Extra-help Asst. Vec. Ecologist	\$15.93	\$16.42	\$16.92	\$17.42	\$17.92	\$18.41	\$18.91	\$19.41	\$19.91	Hourly
Extra-help Outreach Assistant	\$15.17	\$15.65	\$16.12	\$16.60	\$17.07	\$17.55	\$18.02	\$18.49	\$18.97	Hourly



DIRECTOR OF ADMINISTRATIVE SERVICES

Department:	Administrative Services
Reports To:	District Manager
FLSA Code:	Exempt
Time-base	Full-time / At-will

DEFINITION

The Director of Administrative Services plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Administrative Services Department including finance, human resources and general administrative functions; administers budget preparation and monitoring, cost analysis, administrative research and analysis, project analysis and monitoring, contract management, risk management, and workers' compensation; coordinates assigned activities with other District departments, Board of Trustees, outside agencies, and the public; provides highly responsible and complex professional assistance to the District Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Manager. Exercise direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

The Director of Administrative Services oversees, directs, and participates in all activities of the Administrative Services Department, including short and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the District Manager, in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Administrative Services Department programs, services, and activities, including District Manager and Board of Trustees support, finance, administrative and office services and human resources.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Provides highly complex staff assistance to the District Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Implements adopted administrative services strategic plans, policies, and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to District needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Participates in and makes presentations at Board of Trustees meetings and to a variety of boards and commissions.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Researches and submits general liability claims to District Counsel or appropriate parties.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares periodic and special reports, including monthly, quarterly and annual financial reports, the State Controller Report and the District's Comprehensive Annual Financial Report (CAFR).
- Ensures staff observe and comply with all district and mandated safety rules, regulation, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, compensation and benefit administration, risk management, worker's compensation, occupational safety, and employee and labor relations.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of internal control and audit principles and practices; GAAP, GASB, and GFOA accounting standards and requirements.
- Principles and practices of employee supervision, including work planning, assignment review

and evaluation, discipline, and the training of staff in work procedures.

- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Research methods and analysis techniques.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- 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:

- Plan, organize and manage comprehensive administrative services activities.
- Coordinate assigned operations with District departments and external agencies.
- Provide administrative and professional leadership and direction for the department and the District.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- 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.
- 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

A bachelor's degree from an accredited college or university, in public or business administration, finance, or a related field; Master's degree in related field is preferred; AND (5) years of financial management experience.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be insurable with district's insurance carrier.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL 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.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and 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.

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.



DIRECTOR OF COMMUNICATIONS

Department:	Communications
Reports To:	District Manager
FLSA Code:	Exempt
Time-Base:	Full-time / At-will

DEFINITION

The Director of Communications plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Communications Department; serves as a key member of the District’s management team; implements comprehensive District government relations, community outreach, and media relations programs and activities; oversees the planning, development, and maintenance of educational programs for youth and adult learning institutions within the District; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationship among District departments and with governmental and regulatory agencies and various community groups.

SUPERVISION RECEIVED AND EXERCISED

The Director of Communications receives administrative direction from the District Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTIC

The Director of Communications oversees, directs, and participates in all activities of the Communications Department, including short- and long-term planning, as well as development and administration of departmental policies, procedures, and services. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies; and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

The Director of Communications is an active component of the District’s management team that collaborates to assist the District Manager in planning, organizing, directing, and evaluating the District’s goals and objectives.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, and implements strategic communications, public relations, and branding campaigns that increase public awareness and support of District programs, services, and activities and enhance the District’s prominence among key audiences.
- Develops, directs, oversees, and implements comprehensive public and governmental relations

programs utilizing various forms of media, including press releases, marketing collateral, videos, newsletters, public service announcements, social media, articles, speeches, position papers and other District-produced informational publications; oversees and determines methods of presentation, distribution, and assessment of information to target audiences; represents the District in governmental relations.

- Manages and participates in the preparation and administration of assigned budgets; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.
- Oversees the formulation, strategic development, implementation, and evaluation of the District's communications, education, government, and community relations programs, projects, and activities.
- Manage training opportunities for staff to maintain state certification; coordinate paperwork submissions for staff to take state examinations as related to certification; and assist staff with inquiries regarding the acquisition of and maintenance of state certification.
- Promotes District-sponsored community events, activities, and programs; acts as a liaison to target audiences such as residents, learning institutions, and community groups in providing information and promoting positive public health behavior change.
- Directs, coordinates, and procures mass media advertising, including radio, television, newspaper, magazines, social media networks, podcasts, and websites for maximum return on investment of time and resources.
- Travels periodically to conferences, trainings and/or meetings on behalf of the District.
- Attends and participates in meetings of the Board, commissions, and committees as required and serves on assigned committees, community groups, and task forces; prepares board presentations and reports; stays abreast of new trends and innovations related to public and governmental relations programs.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Receives inquiries and provides information to the public regarding a wide variety of topics and successfully communicates with the public, other agencies, target audiences, and a variety of news media; responds to media questions and inquiries.
- Responds to difficult and sensitive public inquiries and complaints; and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and techniques used in an effective marketing and public relations program, including governmental relations, advertising, strategic communications, and community relations.
- Principles, practices, and procedures related to media relations, media law, reporting, and news writing.

- Basic knowledge of content management systems for websites and digital marketing; and their integration into a strategic communications plan.
- Basic knowledge of vector control, biology, and entomology.
- Theoretical and applied research findings about the process of learning and behavior change.
- Research methods and analysis techniques.
- Applicable federal, state, and local laws, rules, regulations, ordinance, and procedures relevant to assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- 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.
- Methods and techniques of media design and print reproductions, including the use of equipment and graphic arts software.

Ability to:

- Plan, organize, and manage a variety of public information, media, design, and legislative related activities and programs.
- Coordinate assigned operations with District departments and external agencies.
- Develop effective learning institution and community outreach strategies and campaigns with District-wide and organizational impact.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Communications Department and the District.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand and apply all pertinent law, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern 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

Bachelor's degree, from an accredited college or university with an emphasis on communications, journalism, public health, biological sciences, or related field; Master's degree is preferred; AND five (5) years of experience managing a public outreach, campaign development, marketing, or public affairs program. Relevant experience should include extensive contact with the public, members of the private industry and governmental entities in a public education or public relations capacity.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

License and Certifications

Possession of, or ability to obtain, a valid California driver's license by time of appointment.

Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of the date of hire and maintained throughout employment in this classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. In all cases with heavier objects, the use of proper equipment and/or assistance from other staff is required.

ENVIRONMENTAL 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.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and 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.

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.



DIRECTOR OF SCIENTIFIC PROGRAMS

Department:	Surveillance
Reports:	District Manager
FLSA Code:	Exempt
Time Base:	Full-time / At-will

DEFINITION

The Director of Scientific Programs directs and administers the District's disease surveillance program, supervises the Vector Ecologists and all other disease surveillance staff; collaborates with other District departments to assist the District Manager with planning, directing, and evaluating the District's overall operations.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Manager. Exercises direct supervision over department personnel.

CLASS CHARACTERISTICS

The Director of Scientific Programs works relatively independently and supervises the Vector Ecologists, and other staff whose primary duties concern disease surveillance. This class develops, implements, and manages the District's vector-borne disease surveillance program and is the chief scientist for the District.

The incumbent must use their extensive knowledge of entomology, field ecology, vector biology/ecology, surveillance methodology, medical entomology, and pesticides to develop, organize, and manage the District's vector borne disease surveillance program. He or she must be familiar with current research, technology, and methods used in vector-borne disease surveillance and be able to evaluate the effect of issues related to vector-borne diseases on public health.

The Director of Scientific Programs is a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall operations. The incumbent will collaborate regularly with the District's Director of Operations to manage the population of vectors in the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Scientific Technical Services Department programs, services, and activities including County-wide surveillance of vector-borne diseases, identification and suppression.
- Plans, organizes, controls, integrates, and evaluates the work of the Scientific Technical Services Department; analyzes, interprets and enforces state and local environmental health laws; develops regulations and implementation procedures to eliminate, mitigate and prevent vector-borne diseases.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Directs surveillance, program design/control, activities in the areas of vector ecology and related disease control, such as mosquito control, and encephalitis virus surveillance.
- Oversees and provides training and technical consultation service to District operations and technical staff; conducts training programs and workshops for staff of public agencies.
- Coordinates department activities with the Public Health Department, County officials and federal, state, regional and local government agencies; represents the District in court, at public hearings and meetings as required.
- Reviews, monitors, and makes recommendations on regulations and laws related to assigned areas of responsibilities; and may represent the District before the state legislature; works with a variety of statewide committees, commissions, organizations and task forces on vector-borne disease issues.
- Reviews scientific journals, research and technical reports; prepares and analyzes reports, plans, correspondence, records, recommendations, and other information and materials relating to the management of vector-borne disease programs.
- Provides highly complex staff assistance to the District Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Travels periodically to conferences, trainings and/or meetings on behalf of the District.
- Attends and participates in meetings of the Board, commissions, scientific conventions and committees as required and serves on assigned committees, community groups, and task forces; stays abreast of state-of-the-art trends and innovations related to vector ecology.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced vector control practices, entomology, ornithology, biology, and environmental science.
- Integrated Vector Management principles as they apply to District services and operation.
- Long-range issues related to vector control.
- Pesticides use and safety, modes of action, and effects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research methods and analysis techniques.
- Mathematical principles.
- 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:

- Plan, organize and manage vector control and related disease surveillance programs.
- Coordinate assigned operations with District departments and external agencies.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Scientific Technical Department and the District.
- Apply scientific principles to formulate situational judgments and decisions.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Travel periodically to conferences, trainings and/or meetings on behalf of the District.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- 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.
- 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.
- Work non-standard schedule which may include evenings, weekends, and holidays.

Education and Experience

A Bachelor's degree from an accredited college or university with major course work in biology, entomology, infectious disease epidemiology, zoology, or a closely related field. A Master's or Doctorate is preferred; AND four (4) years of experience managing an environmental and/or public health program including supervising staff; advanced professional experience as an entomologist specializing in vector ecology is preferred.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

License and Certifications

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be maintained throughout employment. Director of Scientific Programs must be insurable with the District's insurance carrier.

Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within two years of the date of hire and maintained throughout employment in this classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office/laboratory setting and use standard office/laboratory equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit District and meeting sites; and hearing and speech to communicate in person and over the telephone; ability to stand in work areas and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Employees must wear and use proper Personal Protective Equipment.

When assigned to field work, must possess mobility to work in moderate site conditions; vision to observe biological and environmental conditions. The job involves occasional fieldwork and walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use proper Personal Protective Equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees occasionally conduct site work and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and 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.

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



DIRECTOR OF OPERATIONS

Department:	Operations
Report To:	District Manager
FLSA Code:	Exempt
Time-base:	Full-time / At-will

DEFINITION

The Director of Operations plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Operations Department including vector control operations, building maintenance, and fleet management and maintenance; collaborates with other District departments to assist the District Manager with planning, directing, and evaluating the District's overall operations.

SUPERVISION RECEIVED AND EXERCISED

Receives administration direction from the District Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The Director of Operations oversees, directs, and participates in all activities of the Operations Department, including short and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the District Manager, in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Trustees, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, controls, integrates and evaluates the work of the Operations Department; directs and manages the work of staff and programs for the operation and maintenance of the District's field inspections, spray operations, building maintenance and vehicle maintenance; ensures programs are designed and administered to meet the District's needs.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on

performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.
- Manages, directs and coordinates the work plan for the assigned function; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Plans, organizes and recommends field inspection and control procedures to meet needs and situations; assigns subordinates to sections and areas, and makes adjustments in assignments as required; assists with the development of procedures and operating manuals and other instructional material; inspects and otherwise reviews and evaluates workload and takes appropriate action; coordinates operations with supportive services, such as equipment maintenance and repair.
- Evaluates effectiveness and efficiency of equipment, recommends changes as needed and participates in the design of devices to be fabricated and adapted for use by the District, and recommends equipment for field use.
- Plans and directs source reduction and associated construction project work in field control operations.
- Plans and directs work of staff in creating maps and graphs using GIS software and other related software and equipment; maintains records and tabulates data of operations.
- Collaborates with Information Technology staff to define data needs, project requirements, required outputs, or to develop applications.
- Oversees the storage and use of pesticides according to all applicable federal, state and local requirements; reviews and approves reports pertaining to chemical usage application practices and chemical inventory.
- Coordinates repair and maintenance of District equipment, coordinates source reduction studies; instructs, assigns and supervises temporary employees in such tasks as light trap collections and spraying catch basins.
- Provides highly complex staff assistance to the District Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Travels periodically to conferences, trainings and/or meetings on behalf of the District.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the functional areas of assignment; researches emerging products and enhancements and their applicability to District needs.
- Participates in and makes presentations at Board of Trustees meetings and to a variety of boards and commissions.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; enforces safety regulations; implements policy and procedural changes as required.
- Directs the maintenance of working and official departmental files.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and practices, including goal setting, program and project development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Public agency budget development, contract administration, District administrative practices, and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and procedures relevant to assigned area of responsibility.
- Operations and services of a comprehensive vector control program; proper use and application of pesticides in a vector control program.
- Extensive knowledge of source reduction problems, approaches and techniques, especially as they relate to field abatement operations.
- Extensive knowledge of vector ecology and habits of vectors.
- District and mandated safety rules, regulations, and protocols.
- Research methods and analysis techniques.
- Mathematical principles.
- 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:

- Plan, organize and manage a comprehensive vector control operations program.
- Develop operating procedures and instructional materials.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Operations Department and the District.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use fact, 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.
- 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

A Bachelor's degree from an accredited college or university, preferably with a major in organizational management, public administration, or a biological science; Master's degree is preferred; AND five (5) years of experience in positions with successively increasing levels of managerial responsibility, preferably in vector control.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certificates

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be insurable with District's insurance carrier.

Possession of, or ability to obtain, certification in Public Health Vector Control Categories A-D, as required by the California Department of Public Health, within one year of the date of hire and maintained throughout employment in this classification.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When performing field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability

to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

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.

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CUSTOMER SERVICE REPRESENTATIVE II

Department:	Various
Reports To:	Department Director
FLSA Code:	Non-Exempt
Time-Base:	Full-time / At-Will

DEFINITION

Under general supervision, answer phones, input data, word processing, perform a variety of clerical tasks of moderate difficulty, and to do other work as required; will have frequent contact with the public in person and on the telephone.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of assigned department. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Positions at this level are distinguished from the Customer Service Representative I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assist the public in person and on the telephone by referring them to sources of information, taking service requests, and answering requests for factual information by consulting various available sources.
- Screen calls from the public to determine whether the problem is vector related. May perform clerical duties directly for an administrative employee and may relieve such person of routine office details as directed.
- Types letters, reports, and other finished copy from rough drafts, marginal notes, and general instructions; assembles information from various sources; arranges material into proper format; corrects grammar, punctuation, and spelling; and proofreads finished copy.
- Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.
- On referral from supervisor or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; composes routine letters on factual subjects.
- May be assigned to review the work of other clerical employees and bring discrepancies to the attention of the supervisor; may assist in training new workers.
- Performs various administrative functions; performs clerical duties such as typing, filing, and record keeping; performs data entry functions.
- Assists other District Departments and staff by performing similar assigned tasks.

- Opens, date-stamps, distributes, and sends regular and electronic mail.
- Performs end of day closing procedures, including walk through, facilities lock up and activate alarm systems.
- Provides information regarding District programs, activities, and functions; assists in interpreting and applying basic regulations, policies, procedures, systems, and rules in response to inquiries and complaints from the public.
- Receives and processes service requests, prepares service request reports for distribution to zone inspectors.
- Performs routine office administrative and customer service duties to support District operations, including basic word processing, data entry, organization and filing.
- Monitors office and other related supplies; troubleshoots and resolves basic office equipment problems.
- Maintains inventory of office supplies, postage machine, schedules maintenance and repairs, add funds to postage machine, stamps and mails outgoing mail. May run monthly postage reports as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- District services and operations including any rules and regulations pertinent to area of assignment.
- General office general and administrative practices.
- Methods and techniques of processing District service requests.
- 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.
- Indexing rules and filing systems, including alphabetical, chronological, numerical, subject area, and tickler.

Ability to:

- Handle multi-line phone system.
- 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.
- Generate system reports.
- Prepare correspondence, filing and reports.
- Process a diverse range of service requests and applications.
- Demonstrate excellent customer service skills.
- Maintain confidentiality of sensitive and personal information.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply 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

High school diploma or G.E.D equivalent; AND three (3) years of customer service experience in a Vector Control setting.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certificates

Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Must be insurable with the District's insurance carrier.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may be exposed to biologic/infectious agents including vermin, insects, and parasites. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

POST-OFFER PHYSICAL EXAMINATION

A medical doctor must certify that a candidate is physically able to perform the duties of the position and 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.

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HUMAN RESOURCES ANALYST

Department:	Administrative Services
Reports To:	Director of Administrative Services
FLSA Code:	Administrative Exemption
Time-Base:	Full-time / At-will

DEFINITION

Under general direction, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, employee benefits, and employee and labor relations; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; and performs related work, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Administrative Services. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey level classification responsible for performing the full range of professional human resources work in the following areas by working independently, and exercising judgment and initiative: recruitment, classification, compensation, and employee and labor relations. 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The District reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and implements recruitment processes for District departments including interviewing, testing, selection, applicant screening, and new hire orientation.
- Administers the District's group and voluntary benefits programs, including retirement, health, dental, vision, life insurance, short-term and long-term disability, Consolidated Omnibus Budget Reconciliation Act (COBRA), and leave-of-absence benefits; Responds to employee and retiree questions and concerns.
- Schedules and conducts new employee orientations; informs new employees of benefit programs, policies, and related enrollment information; provides support to new employees in completing benefit enrollment.
- Conducts District open enrollment for benefits; prepares open enrollment benefit materials and literature.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs; provides advice and assistance regarding employment issues.
- Researches employee concerns; participates in or conducts personnel and workplace investigations; assists in responding to grievances and employee complaints or concerns and

- presents findings to the Director of Administrative Services or District Manager.
- Participates in administering classification, compensation and benefits plans; drafts and updates job descriptions and salary schedules; notifies appropriate parties of benefit changes.
- Assists in drafting personnel policies and rule changes for review by legal counsel and management.
- Coordinates performance evaluations, training, and continuing education programs.
- Investigates accident and injury claims; prepares and files safety incident reports in a timely manner.
- Evaluates workers' compensation and unemployment insurance claims and investigations and manages case history files; recommends District's position relative to eligibility of employees; appears at hearings as needed or coordinates District's standing with Legal Counsel.
- Conducts administrative, or operational studies, and initiates or participates in surveys; completes research, and presents findings and recommendations as to appropriate actions.
- Initiates or assists in the preparation of correspondence, notices or communications related to programs, ordinances, rules, policies, and procedures; responds to surveys disseminated by other organizations.
- Attends conferences, seminars, and courses to maintain current knowledge of human resources and risk management programs and related practices.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Reviews and processes worker's compensation claims; verifies accuracy and completion of reports and records; maintain accurate files.
- Oversees background check process for new hires; processes pre-employment physical and drug examination paperwork.
- Establishes and maintains working and official employee files.
- 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 other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of public human resources administration, including recruitment and selection, equal employment, classification, compensation, benefits administration and employee and labor relations.
- Principles, practices, and techniques related to workers' compensation and liability claim processing and administration.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- 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.
- 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:

- Perform a variety of professional duties in support of diverse human resource program areas.
- Coordinate and administer claims programs.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Conduct research and prepare findings.
- Maintain confidentiality.
- Compile information and prepare reports.
- 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.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- 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.
- 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

Bachelor's degree in human resources, business or public administration, or related field; AND three (3) years of increasingly responsible human resources program experience.

Candidates possessing an equivalent combination of qualifying work experience and education as described above will be considered.

Licenses and Certificates

Possession of, or ability to obtain, a valid California driver's license by time of appointment. Must be insurable with the District's insurance carrier.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL 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.

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.

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.