

To: Board of Trustees
From: Mitchel R. Weinbaum, General Manager
Subject: Amended Budget for Fiscal Year 2022-2023

Honorable Trustees:

Attached you will find the Amended Budget and other related budget documents for fiscal year 2022-2023. This balanced, Proposed Budget continues to build on the excellent work that the Board has undertaken in recent years to protect the public's health from mosquito-borne diseases. By increasing the frequency, quality, and overall number of avenues for our public education outreach, we have taken definitive strides toward our goal of reaching all residents throughout the District.

Financially, the District is in excellent shape due to the Board's continued fiscal responsibility and careful budgetary planning. Furthermore, while many public agencies are struggling to meet their PERS retirement obligations, the District's retirement account is 180% funded and its Other Post-Retirement Benefits account is over 170% funded due to its prudent planning.

This Amended Budget varies less than one percent from last year's budget for a total of \$355,900. There is a two dollar an hour raise for the District's seasonal technician. He did not receive an increase last year and he has assumed additional responsibilities because of circumstances with District personnel. All other accounts reflect expenditures from prior fiscal years. All expenditures are in-line with taxes received.

BENEFIT ASSESSMENT

Historically, the District has kept costs down by keeping equipment and materials in good working order and utilizing them correctly to maximize their life span. An example of this is the District's spray vehicle, a 2007 Jeep.

For the last ten years, the District has kept its benefit assessment charge at \$ 9.00 to replenish its reserve funds to proper levels to ensure that the District would be able to operate normally in case of any fiscal or public health emergency. At the end of the 2021-2022 fiscal year, the District will have approximately \$300,000 in reserves which equates to one full year of operating expenses in reserves.

This year, staff proposes and recommends that the Board keep the benefit assessment charge at the same rate as the prior fiscal year in order to fund the District's modernization project and to ensure that, no matter the circumstance, the District will be able to perform its primary function – the protection of its residents from mosquitoes and mosquito-borne diseases.

COMPTON CREEK MOSQUITO ABATEMENT DISTRICT

ESTIMATED BUDGET 2022 – 2023

Salaries.....	\$ 139,500
Maintenance & Operations.....	216,400
Capital Outlay.....	<u>0</u>
	\$ 355,900

Estimated Budget & Reserves

Estimated Budget.....	\$ 355,900
Restricted Reserves.....	50,000
Assigned Reserves.....	<u>300,000</u>
	\$ 705,900

Funds to be Raised by Taxes

Estimated Budget & Reserves.....	\$ 705,900
Less Estimated Cash – 06/30/22.....	\$ 744,041
Estimated Revenue from Property Taxes.....	\$ 150,000
Amount to be raised by the Benefit Assessment.....	\$ 207,000
Total to be raised by taxes and other sources.....	\$ 357,000

To continue the building out of the District's reserves and after having kept the Benefit Assessment (BA) charge the same the previous seven years, it is proposed that the BA be kept at \$9.00 per parcel this fiscal year.

Please note: The Benefit Assessment charge will vary depending upon parcel size and land usage

AMENDED BUDGET 2022-2023

<u>ACCOUNT NUMBER</u>	<u>MONTHLY SALARY</u>	<u>POSITION</u>	
#6100	\$ 9,624.99 \$ 24.00 per hour		MANAGER SEASONAL \$ 139,500.00
	MAINTENANCE and OPERATIONS	2021-2022	2022-2023
#6102	TRUSTEE FEES	\$ 6,000.00	6,000.00
#6110	FICA	12,500.00	11,500.00
#6111	HEALTH INSURANCE	00	00
#6120	WEST NILE VIRUS	10,000.00	10,000.00
#6121	UNEMPLOYMENT INSURANCE	1,250.00	1,300.00
#6130	MAINTENANCE OF EQUIPMENT	600.00	1,500.00
#6131	LAUNDRY	3,400.00	3,300.00
#6132	MAINTENANCE of BUILDING	2,000.00	12,200.00
#6140	MEMBERSHIPS, DUES	6,400.00	6,700.00
#6141	MISCELLANEOUS	400.00	400.00
#6142	OFFICE EXPENSE	3,300.00	5,000.00
#6143	MVCAC RESEARCH FEES	500.00	500.00
#6145	PUBLIC EDUCATION	35,000.00	35,000.00
#6150	PROFESSIONAL SERVICES	54,500.00	39,000.00
#6151	DISTRICT MODERNIZATION PROJECT	00	00
#6157	VACATION REIMBURSEMENT	4,000.00	4,000.00
#6160	INSECTICIDES	500.00	500.00

#6162	GAS, OIL & VEHICLE MAINT.	10,000.00	12,000.00
#6165	SCIENTIFIC	500.00	500.00
#6170	TAX COLLECTION EXPENSE	13,000.00	13,000.00
#6171	TRAVEL & TRANSPORTATION	21,000.00	21,000.00
#6172	UTLITIES	4,000.00	4,000.00
#6180	PERS – RETIREMENT	11,000.00	11,000.00
#6190	INSURANCE – GENERAL	15,500.00	18,000.00
#6191	INSURANCE – RETRO ADJUSTMENTS	00	00
#6195	EQUIPMENT PURCHASE	<u>00</u>	<u>00</u>
		\$ 353,100.00	\$ 355,900.00

#6100

SALARIES

No increase for the General Manager.

The Seasonal Technician has assumed additional responsibilities and he did not receive an increase last year. I propose a two dollar (2) an hour increase to twenty-four (24) per hour.

General Manager: \$ 115,499.88

Seasonal: \$ 24.00
 x 990 hours
 \$ 23,760

Total: \$ 115,499.88
 + 23,760.00
 \$139,260.00 rounded off to \$139,500

\$ 139,500 required for this account.

#6102

TRUSTEE FEES

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

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

\$ 6000 required for this account.

#6110

FICA

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

$$\begin{array}{r}
 \$ 145,600.00 \\
 \underline{\quad \times \quad 7.65\%} \\
 \$ 11,138.40 \text{ rounded off to } \$11,500
 \end{array}$$

\$ 11,500.00 required for this account

#6120

WEST NILE VIRUS

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

\$ 10,000 required for this account.

#6121

UNEMPLOYMENT INSURANCE

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

$$\begin{array}{r}
 \$ 20,000.00 \text{ – subject wages} \\
 \underline{\quad \times \quad 6.2\%} \\
 \$ 1,240.00 \text{ rounded to } \$1,300
 \end{array}$$

\$ 1,300 required for this account.

#6130 MAINTENANCE OF EQUIPMENT

Anticipated expenses for 2022-2023:

Computer service	\$	1000.00
Typewriter service		400.00
Copy Machine service		<u>100.00</u>
	\$	1,500.00

\$ 1,500 required for this account.

#6131 LAUNDRY

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

Last fiscal year, the District spent \$3,000 on this account. An anticipated 7% increase in rate will bring the total to:

\$ 3,000.00	\$ 3,000.00
<u>X 7%</u>	<u>+ 210.00</u>
\$ 210.00	\$ 3,210.00 rounded to 3,300.00

\$ 3,300 required for this account.

#6132 MAINTENANCE OF BUILDING

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

Bird exclusion cage	\$	10,000.00
Building alarm + permit		900.00
Fire bottle service		300.00
Fish food		500.00
Miscellaneous		<u>500.00</u>
	\$	12,200.00

\$ 12,200 required for this account.

#6140

MEMBERSHIPS, DUES

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

MVCAC Corporate membership dues	\$	3,600.00
AMCA memberships		500.00
Calif. Special District Assn.		1,400.00
NACCHO		800.00
Employees’ State Health Certificates		375.00
LAFCO		<u>150.00</u>
	\$	6,700.00

\$ 6,700 required for this account.

#6141

MISCELLANEOUS

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

\$ 400 required for this account.

#6142

OFFICE EXPENSE

Anticipated expenses for 2022-2023:

Computer supplies/programs/fees	\$	600.00
Postage		400.00
Toner for printer		1,000.00
Printing/copying/paper		250.00
Internet/Telephones		2,200.00
Bottled water		100.00
Office supplies		<u>250.00</u>
	\$	4,795.00

\$ 5,000 required for this account.

#6143

MVCAC RESEARCH FEES

In 2021-2022, the Mosquito Research Program (MRP) that was supported by the State and the UC was discontinued. At times, the District has donated \$500 for research fees.

\$ 500 required for this account.

#6145

PUBLIC EDUCATION

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

Printing – educational materials	\$	34,000.00
Other undetermined materials		<u>1,000.00</u>
	\$	35,000.00

\$ 35,000 required for this account.

#6150

PROFESSIONAL SERVICES

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

Anticipated expenses for 2022-2023:

Auditor	\$	10,000.00
Accountant		2,400.00
Attorney, Consultant		5,000.00
Newspaper publishing		1,500.00
LA County Assessor		1,500.00
Board of Equalization		15,800.00
Training classes/webinars		300.00
CalPERS – GASB 68 & 74/75		2000.00
Safe Deposit Box		<u>75.00</u>
	\$	38,575.00 =

\$ 39,000 required for this account.

#6157

VACATION & SICK LEAVE REIMBURSEMENT

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

\$5,000 required for this account.

#6160

INSECTICIDES

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

\$500 required for this account.

#6162

GAS, OIL & VEHICLE MAINTENANCE

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

Last year, the District budgeted \$11,500 in this account and spent \$8,600. Staff proposes raising the amount to reflect the increase in fuel and maintenance.

\$12,000 required for this account.

#6165

SCIENTIFIC EXPENSES

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

\$ 500 required for this account.

#6170

TAX COLLECTION EXPENSE

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

\$ 13,000 required for this account.

#6171

TRAVEL & TRANSPORTATION

The District belongs to four organizations, the Mosquito & Vector Control Association of California, (MVCAC), the American Mosquito Control Association, (AMCA), the California Special District Association, (CSDA) and the National Association of City and County Health Officers (NACCHO) who hold annual conferences throughout the year. Per District policy, members and the General Manager are allotted \$3,500 for travel to these conferences.

The following is a list of anticipated travel for 2022-2023:

July 2022	NACCHO Annual Conference,
Aug 24-27, 2022	CSDA Annual Conference
Jan-31 - Feb. 2, 2023	MVCAC Annual Conference Disneyland
Feb 26-Mar 5, 2023	AMCA Annual Conference Salt Lake City, UT
April 2023	MVCAC Legislative Day Sacramento
May 2023	AMCA Legislative Days Washington DC

\$ 21,000 required for this account.

#6172 UTILITIES

Last year, the District budgeted \$4,000 and spent \$3,710. This account will Remain the same to reflect actual costs.

\$ 4,000 required for this account.

#6180 PERS – RETIREMENT

As per CalPERS, the District’s contribution rate for 2022-2023, will be 9.3% of affected payroll. To help offset costs to Social Security, \$133.33 is deducted from employee’s payroll and the contribution amount is calculated accordingly.

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

\$ 9,491.66
 X 9.3%
 \$ 882.73 X 12 months = \$10,592.70 rounded to \$11,000

\$11,000.00 required for this account.

#6190 INSURANCE – GENERAL

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

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

Workers Compensation	\$	7,396
Liability		4,500
Auto Physical Damage		188
Property		380
General Fund		<u>3,673</u>
	\$	16,137 rounded to 16,500.00

\$ 16,500 required for this account.

#6191 INSURANCE – RETROSPECTIVE ADJUSTMENTS

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

#6195 EQUIPMENT PURCHASE

No equipment purchases anticipated for the year