



San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
May 14, 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/u/acKGc2g5eB> 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 April 2021

3.2. Budget Status Report for April 2021*

3.3. Minutes of Board of Trustees Meeting April 2021*

3.4. Operations Report April 2021*

3.5. Surveillance Report April 2021*

3.6. Communications Report April 2021*

3.7. March 2021 Monthly Treasurer Report / District Working Balance for May 2021*

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

- **Board Action Required:** Following the closed session discussion by members of this item, the appropriate action is to report any required information or action(s) taken.
6. Preliminary Engineer's Report for Fiscal Year 2021/22 (EXHIBIT 6A)
(Board President, Becky Shevlin)
 - **Board Action Required:** Review and Discussion
 - **Alternative Board Action:** None
 7. Review and Consider Draft Fiscal Year 2021/22 Annual Budget* (EXHIBIT 7A)
(Board President, Becky Shevlin) (Finance and Audit Committee Chair, Lloyd Johnson)
 - **Board Action Required:** If the Board concurs, following the public discussion by members of this item, the appropriate action is 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.
 - **Alternative Board Action:** If after discussion by members of this item, the Board may choose to deny approval of the Draft FY2021/22 Annual Budget and preparation of Resolution 2021-02 to Order Collection of Special Benefit Property Taxes inclusive of FY2021/22 Annual Budget.
 8. District Administration
 - 8.2. Legislative Update: Mosquito and Vector Control Association of California
Legislative Day, American Mosquito Control Association Washington Day
 9. Committee Reports
 - 9.1 Finance and Audit Committee
(Finance and Audit Committee Chair, Lloyd Johnson)
 10. Trustee Reports
 - 10.1 Results of Board of Trustees Meeting Preference Poll
 11. New Business
 12. 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
April 1, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
164744722	04/01/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
			6070 Vision Premiums (Vision Premiums)	285.06
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>485.26</u>
4225259881	04/01/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	382.74
			6070 Premiums, life - Cafeter (Voluntary Insurance)	522.34
				<u>905.08</u>
PR of 4/1/2021	04/01/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 4/1/2021	04/01/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	994.40
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,106.47
			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	2,840.52
			6201 RETIREMENT - PEPRA (Employer Contributic	1,317.01
			6201 RETIREMENT - PEPRA (Employer Contributic	848.98
			6201 RETIREMENT - PEPRA (Employer Contributic	100.45
				<u>9,293.67</u>
9111318751	04/01/2021	AIRGAS USA, LLC	6302 Supplies, Safety	189.20
			6302 Supplies, Safety	20.20
			6302 Supplies, Safety	18.47
				<u>227.87</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17923	04/01/2021	ARAMARK UNIFORM SERVICES INC.	6332 Uniforms (Uniforms)	161.74
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.46
792287099			6332 Uniforms (Uniforms)	172.45
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.46
			6332 Uniforms (Uniforms)	279.07
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	110.46
			6332 Uniforms (Uniforms)	214.80
			6040 Mats, Towels (Mats, Towels, Lockers, etc.)	115.96
				<u>1,275.41</u>
17924	04/01/2021	ATHENS SERVICES	6040 Refuse Disposal (Refuse Disposal)	260.09
				<u>260.09</u>
10174562				
17925	04/01/2021	CLARKE MOSQUITO CONTROL	6283 PESTICIDES SUPPLIES	461.11
			6283 PESTICIDES SUPPLIES	44.05
5094027				<u>505.16</u>
17926	04/01/2021	DMV RENEWAL	6075 FEES & ASSESSMENTS	54.00
			6075 FEES & ASSESSMENTS	54.00
72TG46, 72TG47				<u>108.00</u>
17927	04/01/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	1,178.55
			6260 SUPPLIES, MECHANICAL	27.84
3407, 3480			6260 SUPPLIES, MECHANICAL	79.95
				<u>1,286.34</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
17928	04/01/2021	HAROLD J. BISSNER III	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
Committee Meeting				
17929	04/01/2021	HOME DEPOT	6040 Building Maintenance	59.71
			6040 Building Maintenance	85.27
Acct ending 3881			6040 Building Maintenance	7.93
			6281 MOSQUITO FISH SUPPLIES	65.31
			6040 Building Maintenance	7.14
				<u>225.36</u>
17930	04/01/2021	IRWINDALE INDUSTRIAL CLINIC	6080 Drug Screen - Hiring (Drug Screen Non-Samh:	30.00
			6080 Drug Screen - Hiring (Drug Screen Non-Samh:	30.00
4438-1017381			6080 Drug Screen - Hiring (Drug Screen Non-Samh:	30.00
			6080 Physical - Hiring (Physical Exam)	40.00
			6080 Titmus - Hiring (Titmus Test)	10.00
			6080 Drug Screen - Hiring (Drug Screen Non-Samh:	30.00
			6080 Audio - Hiring (Audio with History)	15.00
			6080 Nerve Pace - Hiring (Nerve Pace Study)	30.00
			6080 Jamar - Hiring (Jamar)	5.00
			6080 Promotron (Promotron with History)	40.00
			6080 Chest Xray (Chest Xray 1 view)	35.00
				<u>295.00</u>
17931	04/01/2021	LIEBERT CASSIDY WHITMORE	6130 Profess Serv rendered (Professional Services	188.00
				<u>188.00</u>
1516335				
17932	04/01/2021	READYREFRESH BY NESTLE	6170 Arrowhead Water (Arrowhead Water)	259.80
			6170 Arrowhead Water (Arrowhead Water)	6.95
				<u>6.95</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
11C002488535				266.75
17933	04/01/2021	STREAMLINE	6037 WEBSITE AND EMAIL SERVICE	200.00
				200.00
0EAF3F59-0005				
17934	04/01/2021	US BANK	6300 REFERENCE SUPPLIES	199.20
			6185 POSTAGE	7.85
			6080 Hiring Expenses	169.90
Alba			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	79.95
			6080 Hiring Expenses	84.95
			6080 Hiring Expenses	79.95
			6080 Hiring Expenses	79.95
			6080 Hiring Expenses	84.95
Bishop			6232 REGISTRATION - SEMINARS (REGISTRATI	438.00
			6042 EQUIPMENT MAINTENANCE	52.02
			6260 SUPPLIES, MECHANICAL	51.73
Dever			6232 REGISTRATION - SEMINARS (REGISTRATI	219.00
			6036 COMPUTER SOFTWARE	150.00
			6036 COMPUTER SOFTWARE	250.00
			6035 COMPUTER HARDWARE	162.00
Doyle			6333 BRANDED CLOTHING	34.99
			6333 BRANDED CLOTHING	34.99
			6250 LABORATORY SUPPLIES	268.40
			6333 BRANDED CLOTHING	71.48
			6333 BRANDED CLOTHING	42.94
			6333 BRANDED CLOTHING	34.99
			6232 REGISTRATION - SEMINARS (REGISTRATI	300.00
			6036 COMPUTER SOFTWARE	119.40
Farned			6036 COMPUTER SOFTWARE	229.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6036 COMPUTER SOFTWARE	468.00
Holguin			6333 BRANDED CLOTHING	459.46
			6232 REGISTRATION - SEMINARS (REGISTRATI	379.00
			6333 BRANDED CLOTHING	150.54
			6333 BRANDED CLOTHING	118.88
			6333 BRANDED CLOTHING	85.08
			6280 SUPPLIES, OPERATIONS	83.41
Sun	04/01/2021		6036 COMPUTER SOFTWARE	95.40
			6037 WEBSITE AND EMAIL SERVICE	24.97
			6003 ADVERTISING	102.25
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6036 COMPUTER SOFTWARE	144.00
			6186 Printing	158.44
			6232 REGISTRATION - SEMINARS (REGISTRATI	10.00
			6186 Printing	635.87
Tanaka	04/01/2021		6232 REGISTRATION - SEMINARS (REGISTRATI	375.00
			6185 POSTAGE	24.20
				<u>6,735.03</u>
17935	04/01/2021	VECTOR CONTROL JPA	6111 OTHER INSURANCE	367.74
				<u>367.74</u>
VCJPA-2020-180	04/01/2021			
		Accounts Payable for April 1, 2021		22,845.18

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	04/15/2021	AMERICAN FIDELITY AKA FLEX ACCOUNT ADM	6070 FLEX PREMIUMS (Flex Premiums)	125.00
			6070 FLEX PREMIUMS (Flex Premiums)	313.65
2097228			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	04/15/2021	AMERICAN FIDELITY ASSURANCE	6070 Premiums, life - Cafeter (Voluntary Insurance l	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance l	296.61
D294051			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
			6070 Premiums, life - Cafeter (Voluntary Insurance l	223.47
			6070 Premiums, life - Cafeter (Voluntary Insurance l	296.61
D282255			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>4,529.70</u>
EFT	04/15/2021	CAL PERS	6070 Med premiums - Cafeteria (Medical premiums)	556.82
			6070 Med premiums - Cafeteria (Medical premiums)	694.34
100000016405328			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 prei	429.00
			6070 ADMIN FEE (Admin fee)	48.13
				<u>13,758.12</u>
EFT	04/15/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
PR of 4/15/2021				<u>120.42</u>

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EFT	04/15/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	994.40
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,106.47
PR of 4/15/2021			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	2,848.26
			6201 RETIREMENT - PEPRA (Employer Contributic	1,317.01
			6201 RETIREMENT - PEPRA (Employer Contributic	848.98
			6201 RETIREMENT - PEPRA (Employer Contributic	100.45
				<u>9,301.41</u>
EFT	04/15/2021	TEXAS LIFE INSURANCE COMPANY	6070 Premiums, life - Cafeter (Voluntary Insuranc	191.87
			6070 Premiums, life - Cafeter (Voluntary Insuranc	100.00
SM09BT20210413001			6070 Premiums, life - Cafeter (Voluntary Insuranc	42.25
				<u>334.12</u>
17936	04/15/2021	AIRGAS USA, LLC	6280 SUPPLIES, OPERATIONS	72.80
			6280 SUPPLIES, OPERATIONS	9.09
9111780264			6280 SUPPLIES, OPERATIONS	7.16
			6280 SUPPLIES, OPERATIONS	72.80
			6280 SUPPLIES, OPERATIONS	9.11
			6280 SUPPLIES, OPERATIONS	7.17
				<u>178.13</u>
17937	04/15/2021	ALLEN WU	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17938	04/15/2021	AMAZON.COM	6270 OFFICE SUPPLIES	31.21
			6188 MEDIA PRODUCTION	208.04
Acct ending 5999			6188 MEDIA PRODUCTION	94.35

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6035 COMPUTER HARDWARE	53.98
			6188 MEDIA PRODUCTION	208.04
			6280 SUPPLIES, OPERATIONS	30.85
			6280 SUPPLIES, OPERATIONS	57.83
			6188 MEDIA PRODUCTION	27.33
			6040 Building Maintenance	422.19
			6290 Supplies, Public Informati	111.09
			6280 SUPPLIES, OPERATIONS	17.83
			6042 EQUIPMENT MAINTENANCE	28.36
				<u>1,291.10</u>
17939	04/15/2021	ARAMARK	6333 BRANDED CLOTHING	188.93
			6333 BRANDED CLOTHING	5.99
1209724			6333 BRANDED CLOTHING	15.11
			6333 BRANDED CLOTHING	53.98
			6333 BRANDED CLOTHING	5.99
			6333 BRANDED CLOTHING	5.25
			6333 BRANDED CLOTHING	80.97
			6333 BRANDED CLOTHING	6.28
			6333 BRANDED CLOTHING	53.98
			6333 BRANDED CLOTHING	4.18
			6333 BRANDED CLOTHING	80.97
			6333 BRANDED CLOTHING	6.28
				<u>507.91</u>
17940	04/15/2021	BECKY A. SHEVLIN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4-9-2021				
17941	04/15/2021	BENLO COMPANY	6260 SUPPLIES, MECHANICAL	23.15
				<u>23.15</u>

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907055				
17942	04/15/2021	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	6330 TRAINING, CEU'S	310.00
				310.00
Exams				
17943	04/15/2021	CATHERINE MARCUCCI	6030 BOARD EXPENSES	100.00
				100.00
BM of 4/9/2021				
17944	04/15/2021	CHARLIE KLINKIS	6030 BOARD EXPENSES	100.00
				100.00
BM of 4/9/2021				
17945	04/15/2021	COREY CALAYCAY	6030 BOARD EXPENSES	100.00
				100.00
BM of 4/9/2021				
17946	04/15/2021	CYNTHIA STERNQUIST	6030 BOARD EXPENSES	100.00
				100.00
BM of 4/9/2021				
17947	04/15/2021	DENISE MENCHACA	6030 BOARD EXPENSES	100.00
				100.00
BM of 4/9/2021				
17948	04/15/2021	ENVIRONMENT CONTROL	6040 Building Maintenance	1,299.00
				1,299.00
10188-411				
17949	04/15/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	152.50
			6260 SUPPLIES, MECHANICAL	470.50
3610, 3624			6260 SUPPLIES, MECHANICAL	431.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6260 SUPPLIES, MECHANICAL	43.67
				<u>1,097.67</u>
17950	04/15/2021	HENRY M. MORGAN	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17951	04/15/2021	IRWINDALE INDUSTRIAL CLINIC	6080 Physical - Hiring (Physical Exam)	320.00
			6080 Drug Screen - Hiring (Drug Screen Non-Samh)	240.00
4438-1022092			6080 Audio - Hiring (Audio with History)	120.00
			6080 T.B. Mantoux - Hiring (T.B. Mantoux)	90.00
			6080 Promotron (Promotron with History)	320.00
			6080 Chest Xray (Chest Xray 1 view)	70.00
			6080 Nerve Pace - Hiring (Nerve Pace Study)	20.00
			6080 Jamar - Hiring (Jamar)	5.00
				<u>1,185.00</u>
17952	04/15/2021	JACKIE DOORNIK	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17953	04/15/2021	JERRY VELASCO	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17954	04/15/2021	JOHN CAPOCCIA	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17955	04/15/2021	KENN K. FUJIOKA	6072 MEDICAL PREMIUM-Retired EE (Medical pre)	316.94
				<u>316.94</u>

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Premium Reimburse				
17956	04/15/2021	LLOYD JOHNSON	6030 BOARD EXPENSES	<u>149.50</u> 149.50
BM of 4/9/2021				
17957	04/15/2021	MANUEL GARCIA	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 4/9/2021				
17958	04/15/2021	MARGARET E. FINLAY	6030 BOARD EXPENSES	<u>100.00</u> 100.00
BM of 4/9/2021				
17959	04/15/2021	MARY ANGELA BRISCO	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>526.84</u> 526.84
Premium Reimburse				
17960	04/15/2021	MIKE NIFFENEGGER	6072 MEDICAL PREMIUM-Retired EE (Medical pre	<u>618.23</u> 618.23
Premium Reimburse				
17961	04/15/2021	OCEAN BLUE BUILDERS, INC.	8000 CAPITAL OUTLAY (Capital Outlay)	<u>4,000.00</u> 4,000.00
Deposit for Parking				
17962	04/15/2021	PASADENA NOW	6003 ADVERTISING	<u>2,500.00</u> 2,500.00
PASADE-0007				
17963	04/15/2021	PRAXAIR DISTRIBUTION	6250 LABORATORY SUPPLIES	<u>142.90</u>

SAN GABRIEL VALLEY MVCD
Claims List
April 15, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				142.90
62776912				
17964	04/15/2021	RED WING SHOE STORE	6334 BOOTS	152.75
			6334 BOOTS	152.75
20210410026095			6334 BOOTS	162.59
			6334 BOOTS	157.67
			6334 BOOTS	162.59
			6334 BOOTS	152.75
			6334 BOOTS	187.22
			6334 BOOTS	152.75
			6334 BOOTS	152.75
			6334 BOOTS	187.22
			6334 BOOTS	157.67
			6334 BOOTS	236.51
			6334 BOOTS	157.67
			6334 BOOTS	175.00
				<u>2,347.89</u>
17965	04/15/2021	RICHARD BARAKAT	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17966	04/15/2021	ROBERT GONZALES	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17967	04/15/2021	ROBERT S. JOE	6030 BOARD EXPENSES	100.00
				<u>100.00</u>
BM of 4/9/2021				
17968	04/15/2021	ROGER CHANDLER	6030 BOARD EXPENSES	100.00
				<u>100.00</u>

SAN GABRIEL VALLEY MVCD
Claims List
April 15, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				100.00
BM of 4/9/2021				
17969	04/15/2021	ROSALIA ALBA	6270 OFFICE SUPPLIES	<u>92.00</u>
				92.00
Reimbursement				
17970	04/15/2021	RYAN A. VIENNA	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
CM of 4/8/2021				
17971	04/15/2021	SANDRA ARMENTA	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 4/9/2021				
17972	04/15/2021	SOCAL WRAPS	8000 CAPITAL OUTLAY (Capital Outlay)	1,100.00
			8000 CAPITAL OUTLAY (Capital Outlay)	850.00
18055			8000 CAPITAL OUTLAY (Capital Outlay)	<u>85.25</u>
				2,035.25
17973	04/15/2021	SOCALGAS	6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618)	178.18
			6341 Utilities (Acc # 057 518 2100 9 Acc # 059 618)	<u>163.63</u>
057-518-2100-9				341.81
17974	04/15/2021	SOUTHERN CALIFORNIA EDISON	6340 UTILITIES - ELECTRIC	<u>1,675.71</u>
				1,675.71
700251011287				
17975	04/15/2021	STEPHEN SHAM	6030 BOARD EXPENSES	<u>100.00</u>
				100.00
BM of 4/9/2021				
17976	04/15/2021	SYNTECH GROUP INC.	6035 COMPUTER HARDWARE	2,189.84

SAN GABRIEL VALLEY MVCD
Claims List
April 15, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
A20900,A21014,			6035 COMPUTER HARDWARE	2,470.57
			6035 COMPUTER HARDWARE	2,635.53
			6035 COMPUTER HARDWARE	174.11
				<u>7,470.05</u>
17977	04/15/2021	TIM SANDOVAL	6030 BOARD EXPENSES	100.00
BM of 4/9/2021				<u>100.00</u>
17978	04/15/2021	TPx COMMUNICATIONS	6315 Monthly Internet Charges (Monthly Internet Ch	998.30
142301568-0			6320 Office phones (Office phones)	766.62
				<u>1,764.92</u>
17979	04/15/2021	WELLS FARGO VENDOR FIN SERV	6073 EQUIPMENT CANON (Canon Graphics Equip	1 500.16
5014501834				<u>1 500.16</u>
17980	04/15/2021	WEST VALLEY MVCD	6251 ARBOVIRUS TESTING SUPPLIES	1,164.00
2662				<u>1,164.00</u>
17981	04/15/2021	WEX/CHEVRON	6262 Fuel for Trucks (Fuel for Trucks)	4,996.10
71101209	04/06/2021			<u>4,996.10</u>
		Accounts Payable for April 15, 2021		<u>68,695.83</u>

SAN GABRIEL VALLEY MVCD
Claims List
April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
EFT	04/29/2021	FIDELITY SECURITY LIFE INSURANCE CO.	6070 Vision Premiums (Vision Premiums)	12.30
			6070 Vision Premiums (Vision Premiums)	57.67
164783884			6070 Vision Premiums (Vision Premiums)	285.06
			6070 Vision Premiums (Vision Premiums)	36.90
			6070 Vision Premiums (Vision Premiums)	93.33
				<u>485.26</u>
EFT	04/29/2021	LINCOLN FINANCIAL GROUP	6065 GROUP TERM LIFE	381.48
			6070 Dental premiums - Cafeter	522.34
				<u>903.82</u>
EFT	04/29/2021	NATIONWIDE RETIREMENT	6066 457 CONTRIBUTION	120.42
				<u>120.42</u>
PR of 4/29/2021				
EFT	04/29/2021	PERS	6200 RETIREMENT - CLASSIC (Employer Contribu	664.15
			6200 RETIREMENT - CLASSIC (Employer Contribu	1,106.47
PR of 4/29/2021			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	2,848.26
			6201 RETIREMENT - PEPRA (Employer Contributic	1,584.68
			6201 RETIREMENT - PEPRA (Employer Contributic	848.98
			6201 RETIREMENT - PEPRA (Employer Contributic	100.45
				<u>9,238.83</u>
EFT	04/29/2021	PRINCIPAL DENTAL	6070 Dental premiums - Cafeter	90.00
			6070 Dental premiums - Cafeter	414.48
1085590-10001			6070 Dental premiums - Cafeter	1,647.61

SAN GABRIEL VALLEY MVCD
Claims List
April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6070 Dental premiums - Cafeter	317.30
			6070 Dental premiums - Cafeter	505.40
				<u>2,974.79</u>
17982	04/29/2021	A-1 STEEL FENCE CO., INC.	6040 Building Maintenance	920.00
				<u>920.00</u>
15/3721				
17983	04/29/2021	AZUSA LIGHT & WATER	6343 Meter # 99172930 (Account # 303-0190.300)	96.02
			6343 Meter # 45169724 (Account # 303-0191.300 (40.21
303-0190.300				<u>136.23</u>
17984	04/29/2021	FLEET SOLUTIONS CENTER	6260 SUPPLIES, MECHANICAL	190.00
			6260 SUPPLIES, MECHANICAL	124.85
3673-3674				<u>314.85</u>
17985	04/29/2021	HOME DEPOT	6270 OFFICE SUPPLIES	18.73
			6040 Building Maintenance	8.77
Acct ending in 4710			6040 Building Maintenance	51.19
			6040 Building Maintenance	30.81
			6281 MOSQUITO FISH SUPPLIES	16.53
			6281 MOSQUITO FISH SUPPLIES	45.06
			6281 MOSQUITO FISH SUPPLIES	12.50
				<u>183.59</u>
17986	04/29/2021	LEWIS BRISBOIS BISGAARD & SMITH LLP	6130 Profess Serv rendered (Professional Services	6,253.00

SAN GABRIEL VALLEY MVCD
Claims List
April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
				6,253.00
2945888				
17987	04/29/2021	LOZANO SMITH, LLP	6130 Profess Serv rendered (Professional Services	11,818.67
				11,818.67
2133140				
17988	04/29/2021	QUADIENT /NEOPOST	6073 EQUIPMENT LEASE	272.25
				272.25
N8828505				
17989	04/29/2021	SOCAL HONDA POWERSPORTS	8000 CAPITAL OUTLAY (Capital Outlay)	14,267.31
				14,267.31
ATV				
17990	04/29/2021	SYNTECH GROUP INC.	6046 PROFESSIONAL SERVICES - IT	775.00
			6046 PROFESSIONAL SERVICES - IT	660.00
SVC-A21054			6046 PROFESSIONAL SERVICES - IT	465.00
				1,900.00
17991	04/29/2021	TIRE ZONE	6260 SUPPLIES, MECHANICAL	310.36
				310.36
61073	04/23/2021			
17992	04/29/2021	US BANK	6080 Hiring Expenses	83.95
			6080 Hiring Expenses	83.95
Alba			6270 OFFICE SUPPLIES	92.95
			6270 OFFICE SUPPLIES	469.65
			6270 OFFICE SUPPLIES	192.00
			6270 OFFICE SUPPLIES	10.94
			6270 OFFICE SUPPLIES	27.14
			6270 OFFICE SUPPLIES	26.59

SAN GABRIEL VALLEY MVCD
Claims List
April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
			6080 Hiring Expenses	83.95
Bishop			6042 EQUIPMENT MAINTENANCE	41.86
			6042 EQUIPMENT MAINTENANCE	42.99
Deacon			6270 OFFICE SUPPLIES	203.89
Dever			6232 REGISTRATION - SEMINARS (REGISTRATI	25.00
			6036 COMPUTER SOFTWARE	296.42
			6036 COMPUTER SOFTWARE	165.65
			6333 BRANDED CLOTHING	172.54
			6035 COMPUTER HARDWARE	164.00
Doyle			6333 BRANDED CLOTHING	34.99
			6333 BRANDED CLOTHING	34.99
			6281 MOSQUITO FISH SUPPLIES	149.89
			6333 BRANDED CLOTHING	122.57
			6333 BRANDED CLOTHING	56.62
			6250 LABORATORY SUPPLIES	48.97
			6281 MOSQUITO FISH SUPPLIES	13.14
			6281 MOSQUITO FISH SUPPLIES	378.94
			6036 COMPUTER SOFTWARE	14.99
			6333 BRANDED CLOTHING	51.30
			6232 REGISTRATION - SEMINARS (REGISTRATI	175.00
			6333 BRANDED CLOTHING	34.99
Farned			6036 COMPUTER SOFTWARE	229.00
Gutierrez			6232 SEMINARS AND MEETINGS	75.00
			6232 SEMINARS AND MEETINGS	179.00
Holguin			6280 SUPPLIES, OPERATIONS	456.12
			6280 SUPPLIES, OPERATIONS	50.84
			6040 Building Maintenance	113.94
			6333 BRANDED CLOTHING	34.72
			6040 Building Maintenance	189.20
Nelson			6251 ARBOVIRUS TESTING SUPPLIES	102.44
			6250 LABORATORY SUPPLIES	51.64
			6250 LABORATORY SUPPLIES	1,668.62
			6251 ARBOVIRUS TESTING SUPPLIES	71.54

SAN GABRIEL VALLEY MVCD
Claims List
April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Sun			6036 COMPUTER SOFTWARE	152.00
			6037 WEBSITE AND EMAIL SERVICE	24.97
			6003 ADVERTISING	73.26
			6186 Printing	217.22
			6037 WEBSITE AND EMAIL SERVICE	4.99
			6037 WEBSITE AND EMAIL SERVICE	21.17
			8000 CAPITAL OUTLAY (Capital Outlay)	3,025.94
			6188 MEDIA PRODUCTION	327.41
			6037 WEBSITE AND EMAIL SERVICE	21.17
			6037 WEBSITE AND EMAIL SERVICE	42.34
Tanaka			6270 OFFICE SUPPLIES	239.51
			6270 OFFICE SUPPLIES	375.00
			6270 OFFICE SUPPLIES	50.60
Van der Heyden			6170 MISCELLANEOUS EXPENSES	32.06
			6270 OFFICE SUPPLIES	121.19
			6280 SUPPLIES, OPERATIONS	61.17
			6040 Building Maintenance	2.97
			6170 MISCELLANEOUS EXPENSES	32.73
			6040 Building Maintenance	9.96
				<u>11,357.38</u>
17993	04/29/2021	VERIZON WIRELESS	6312 Monthly District Field Ph (Monthly District Fiel	1,590.10
			6312 Monthly District Field Ph (Monthly District Fiel	983.13
272560553-1, -2, -3			6312 Monthly District Field Ph (Monthly District Fiel	325.23
			6312 Monthly District Field Ph (Monthly District Fiel	1,103.23
				<u>4,001.69</u>
			Accounts Payable for April 29, 2021	65,458.45
			Total Accounts Payable for April 2021	156,999.46
			Total Payroll for April 2021	370,902.81
			see attached	

SAN GABRIEL VALLEY MVCD

Claims List

April 29, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Total Claims for April 2021				527,902.27

**San Gabriel Valley MVCD
Payroll for April 2021**

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Department	April 1, 2021	April 15, 2021	April 29, 2021	TOTAL
EXECUTIVE	9,014.40	22,150.33	6,020.80	37,185.53
ADMINSTRATION	11,763.39	11,832.36	12,007.70	35,603.45
OPERATIONS	51,339.27	52,386.18	52,924.79	156,650.24
SURVEILLANCE	17,039.00	17,033.28	20,166.46	54,238.74
COMMUNICATIONS	14,245.76	14,245.76	14,409.91	42,901.43
SEASONAL WORKERS	<u>5,436.44</u>	<u>7,834.84</u>	<u>8,760.47</u>	<u>22,031.75</u>
Gross Payroll	108,838.26	125,482.75	114,290.13	348,611.14
Employer Taxes	2,319.74	2,856.36	2,831.36	8,007.46
Car Allowance	500.00	-	-	500.00
Employee Benefit-Med	<u>4,642.51</u>	<u>4,606.68</u>	<u>4,535.02</u>	<u>13,784.21</u>
TOTAL PAYROLL	116,300.51	132,945.79	121,656.51	370,902.81

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SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 84% of Year Completed
 April 30, 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	68,009.18	492,614.13	605,545.00	112,930.87	81.35	
Salaries - Non Exempt	228,349.19	1,437,954.79	1,915,927.00	477,972.21	75.05	
Salaries - Overtime	1,928.37	12,163.37	39,500.00	27,336.63	30.79	
Salaries - Vacation	14,717.67	80,560.32	84,149.00	3,588.68	95.74	Retirement payout
Salaries-Holiday	985.36	90,492.42	109,279.00	18,786.58	82.81	Only 1 holiday remaining
Salaries, Sick Pay	12,589.72	60,135.21	87,127.00	26,991.79	69.02	
Salaries, Part-time - XH	22,031.75	116,931.40	197,580.00	80,648.60	59.18	
Management Car Allowance	500.00	4,650.00	6,000.00	1,350.00	77.50	
Cafeteria Benefit	37,984.94	341,038.07	364,800.00	23,761.93	93.49	
Hlth Benefits, Ret Emps	1,891.01	20,317.57	26,000.00	5,682.43	78.14	
Employer, 457 Contribution	361.26	2,649.24	3,150.00	500.76	0.00	
Medicare	5,150.84	34,523.42	45,790.00	11,266.58	75.40	
Retirement - Classic	11,811.98	86,466.68	223,650.00	137,183.32	38.66	
Retirement - Pepra	16,021.93	112,020.93	295,800.00	183,779.07	37.87	
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	1,133.38	3,198.39	8,170.00	4,971.61	39.15	
Group Term Life Ins	764.22	4,093.75	4,300.00	206.25	95.20	additional participants
Tuition Reimbursement	0.00	250.00	4,000.00	3,750.00	6.25	
Insurance, unemployment	1,723.24	21,191.77	25,000.00	3,808.23	84.77	
Post Retirement Benefits	0.00	0.00	50,000.00	50,000.00	0.00	
TOTAL PERSONNEL EXPENSES	425,954.04	3,075,718.46	4,255,548.00	1,179,829.54	72.28	
OPERATING EXPENSES						
Event Participation Fees	0.00	99.00	4,000.00	3,901.00	2.48	
Arbovirus Testing Supplies	1,337.98	13,935.12	26,000.00	12,064.88	53.60	
Branded Clothing	1,945.44	6,709.65	8,600.00	1,890.35	78.02	
Boots	2,238.17	3,269.13	4,500.00	1,230.87	72.65	
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	2,675.51	15,214.59	30,000.00	14,785.41	50.72	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 84% of Year Completed
 April 30, 2021

Item 3.2 - 2 of 3

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Bank Charges	2,584.50	14,933.72	19,000.00	4,066.28	78.60	
Board expenses	2,349.50	23,714.91	38,000.00	14,285.09	62.41	
Computer Hardware	7,850.03	16,598.20	48,750.00	32,151.80	34.05	
Computer Software	2,313.86	22,698.69	61,000.00	38,301.31	37.21	
Website/Email Service	344.60	5,332.57	6,200.00	867.43	86.01	
Facility maintenance	3,896.59	56,528.69	40,000.00	(16,528.69)	141.32	Electrical work, alarm service
Maintenance, equipment	165.23	2,007.43	4,000.00	1,992.57	50.19	
Maintenance, grounds	0.00	37.20	10,000.00	9,962.80	0.37	
Lease Equipment	1,772.41	16,289.58	21,000.00	4,710.42	77.57	
Fees & Assessments	108.00	4,214.78	4,300.00	85.22	98.02	LAFCO Fees
Hiring expenses	2,481.40	3,184.10	4,000.00	815.90	79.60	
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	367.74	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	18,259.67	67,138.89	75,000.00	7,861.11	89.52	Personnel Issues
Memberships	0.00	28,080.46	32,000.00	3,919.54	87.75	MVCAC, Cal Chamber
Miscellaneous expenses	331.54	1,888.11	3,500.00	1,611.89	53.95	
Postage	32.05	3,783.94	6,700.00	2,916.06	56.48	
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	1,900.00	31,280.00	50,000.00	18,720.00	62.56	
Printing & Reproduction	1,011.53	6,284.95	19,500.00	13,215.05	32.23	
Reference	199.20	627.25	500.00	(127.25)	125.45	Publications
Seminars and meetings	2,175.00	7,666.91	19,700.00	12,033.09	38.92	
Supplies, Surveillance	2,131.56	13,765.41	14,150.00	384.59	97.28	New traps
Supplies, Vehicle Maintenance	3,084.10	19,747.40	60,000.00	40,252.60	32.91	
Supplies, Gasoline	4,996.10	41,085.20	65,000.00	23,914.80	63.21	
Supplies, Office	1,951.20	9,127.83	11,600.00	2,472.17	78.69	
Supplies, Mosquito Fish	681.37	2,236.25	5,000.00	2,763.75	44.73	
Supplies, Operations	936.18	5,299.72	15,000.00	9,700.28	35.33	
Supplies, Pesticides	505.16	100,528.02	120,000.00	19,471.98	83.77	

SGVMVCD
 Comparative YTD Actual to Full Year Budget
 Current Period 84% of Year Completed
 April 30, 2021

Item 3.2 - 3 of 3

	Current Period Actual	Year-To-Date Actual	Budget Full Year	Remaining Budget	% Of Budget Utilized	
Supplies, Communications	111.09	708.03	10,000.00	9,291.97	7.08	
Supplies, Education Program	0.00	6,960.39	18,000.00	11,039.61	38.67	
Supplies, Safety	227.87	19,498.99	25,000.00	5,501.01	78.00	
Supplies, Media Production	865.17	1,500.98	6,000.00	4,499.02	25.02	
Benefit Assesment Admin Cost	0.00	116,286.72	118,000.00	1,713.28	98.55	County Admin fees
Communications, field	4,001.69	38,605.70	42,000.00	3,394.30	91.92	Cell phone upgrade
Telephone, Internet	998.30	10,249.21	14,000.00	3,750.79	73.21	
Telephone , Office	766.62	8,680.20	15,500.00	6,819.80	56.00	
Training , CEU's	310.00	2,759.00	6,000.00	3,241.00	45.98	
Uniforms and clothing	828.07	8,387.27	12,000.00	3,612.73	69.89	
Utilities, Electric	1,675.71	22,545.02	30,000.00	7,454.98	75.15	
Utilities, Natural Gas	341.81	2,386.41	3,100.00	713.59	76.98	
Utilities, Water	136.23	1,485.74	2,200.00	714.26	67.53	
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	80,888.18	1,047,595.96	1,435,774.00	388,178.04	72.96	
TOTAL EXPENSES	506,842.22	4,123,314.42	5,691,322.00	1,568,007.58	72.45	
CAPITAL OUTLAY EXPENSES						
Capital Outlay	23,328.50	149,723.68	242,000.00	92,276.32	61.87	
TOTAL CAPITAL EXPENSES	23,328.50	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	

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**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
April 9, 2021**

TRUSTEES PRESENT

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Robert Gonzales (Azusa)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Henry Morgan (Covina)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Jackie Doornik (Glendora)
Catherine Marcucci (Industry)
Manuel Garcia (Irwindale)
Charlie Klinakis (La Puente)
Becky Shevlin (Monrovia)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Denise Menchaca (San Gabriel)
John Capoccia (Sierra Madre)
Robert Joe (So. Pasadena)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

TRUSTEES ABSENT

Elyse Rasmussen (La Verne)
Jamie Bissner (Los Angeles Co.)
Joseph Leon (Monterey Park)
Ryan Vienna (San Dimas)

STAFF PRESENT

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

GUESTS PRESENT

Representatives, Lewis Brisbois Bisgaard
and Smith (Legal counsel)

1. Call to Order

Board President Becky Shevlin called the meeting to order at 7:00 AM, Trustee Corey Calaycay led the Pledge of Allegiance, and Clerk of the Board, Marta Tanaka, took Roll Call.

2. Opportunity for Public Comment on Non-Agenda Items

None

3. Consent Calendar

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

4. Presentation

None

5. Employee Class and Compensation Proposal for FY 2021/22

District Manager Jared Dever reviewed a proposal to increase wages and benefits based on class and compensation surveys conducted by Southern California vector control agencies. The proposal details two options for bringing all staff to the median wage earner level and improve the District cafeteria plan over multiple years.

Personnel and Policy Committee Chair Richard Barakat reported that the committee met and discussed the proposal. At the conclusion of the discussion, a consensus was reached to recommend all median wage increases be allocated in FY2021/22 and provide incremental increases to the cafeteria benefits plan over the next 5 fiscal years. Finance and Audit Committee Chair Lloyd Johnson concurred with the recommendation on behalf of Finance and Audit Committee members.

Dever informed the Board that their preference for a 1-year wages/ 5-year benefits plan would be incorporated into the Draft FY2021/22 Annual Budget, which will be presented for consideration at the May 14, 2021 Board of Trustees Meeting.

6. Closed Session: Public Employee Evaluation

District Counsel Representative reported that the employee review is ongoing, and the board has directed counsel to prepare a contract amendment to be consider at the May 14, 2021 Board of Trustees Meeting.

Point of Order

District counsel advised that a virtual poll vote would be required to approve the Consent Calendar Items. A virtual poll vote was conducted, and the Consent Calendar passed unanimously.

7. Consider Amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions

District Manager Jared Dever detailed amendments to the Personnel and Salary Resolution, Leave Provision Section, incorporating new rules and rights guaranteed by the California Family Rights Act and Pregnancy Disability Leave. Dever noted that additional amendments were made to align the language of the policy with at-will personnel practices.

Motion by Trustee Corey Calaycay and seconded by Margaret Finlay to approve amendments to Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, passes.

8. Consider Amendments to Personnel Job Description and Duties: Position Title – Executive Assistant/Clerk of the Board

District Manager Jared Dever announced that Marta Tanaka, current Clerk of the Board, would be retiring from the district at the end of April 2021. Upon review of the current job description, significant revision was determined to be necessary to correctly describe the duties and requirements of the position prior to recruitment. Dever informed the board that the recruitment process would take approximately 4-6 weeks.

9. District Administration

9.1 Upcoming Committee Meetings: Finance and Audit Committee

District Manager Jared Dever reported that the Finance and Audit Committee would be convened prior to the May Board Meeting to review the Draft FY2021/22 Annual Budget and discuss additional pension and OPEB prefunding options.

10. Committee Reports

10.1 Joint Meeting of the Finance and Audit and Personnel and Policy Committees – March 23, 2021

Finance and Audit Committee Chair Lloyd Johnson and Personnel and Policy Committee Chair Richard Barakat had no additional committee agenda items to report.

10.2 Personnel and Policy Committee – April 8, 2021

Personnel and Policy Committee Chair Richard Barakat had no additional committee agenda items to report.

11. Trustee Reports

Trustee Denise Menchaca complimented Levy Sun and the Communications Department staff on their Bite Back Tour outreach program and encouraged other Trustees to participate when the Tour is scheduled to visit their respective cities.

12. New Business

Board President Becky Shevlin shared that an opinion poll would be conducted by district staff to gauge the level of interest and comfort for in-person committee and Board of Trustee meetings. President Shevlin will announce the results of the poll at the May 14, 2021 Board of Trustees Meeting.

13. Adjournment

The meeting was adjourned at 8:09 a.m.

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Operations Department
Disease Weeks 13 – 16 | March 28 – April 24

Zone Specialists:

Zone	Specialist	Cities
1	Dane Miletich	Alhambra, Monterey Park, San Gabriel, South Pasadena
2	Jon Halli	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

Chemical Usage:**April 2021**

Larvicides/Pupicides			
Method of Action	Target	Amount	Area Treated
Larvicide Oils (Surface Film)			
Suffocation	Mosquitoes	2.19 gal.	20144 sq.ft.
Insect Growth Regulators (IGR's)			
Inhibits metamorphosis	Mosquitoes	17.56 lbs.	10311 sq.ft.
Bacterials			
Ingestion, toxicant	Mosquitoes	1.25 gal.	636766 sq.ft.
Ingestion, toxicant	Mosquitoes	52.16 lbs.	1238534 sq.ft.
Ingestion, toxicant	Black flies	10.91 gal.	3029 m ³
Biologicals			
Mosquito fish	Mosquitoes	250 ea.	2530 sq.ft.

Operations Summary

The Operations Department has filled the two remaining seasonal positions and is now fully staffed with ten seasonal employees. Most of the seasonal work force has finished training and is now working in the field.

Last year, seasonal hiring was delayed due to COVID-19. This year we were able to get everyone in and trained much sooner and as a result we are seeing a significant impact. Total field hours and sites inspected increased over last year.

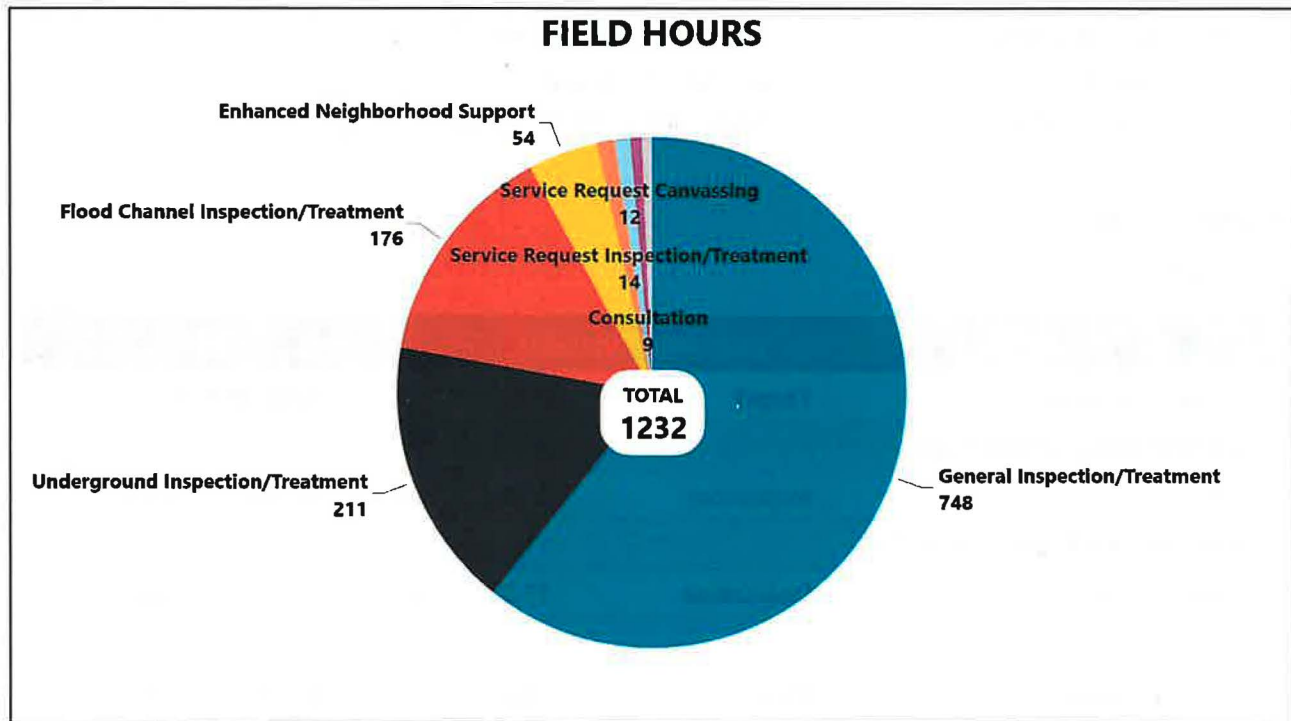
The department continues to review and improve programs and processes to improve effectiveness, efficiency, and productivity. So far this year, we have enhanced standard operating procedures for the following programs: Property Consultation, Non-functional Swimming Pool Maintenance Confirmation, and Aerial Surveillance Data Processing.

Field Statistics:

2,113 + 82 %
2020
SITES VISITED

58 + 32 %
2020
SERVICE REQUESTS

8 + 300 %
2020
CONSULTATIONS



Surveillance Department
 Disease Weeks 13 - 16 | March 28, 2021 – April 3, 2021

Insect Surveillance Activities

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

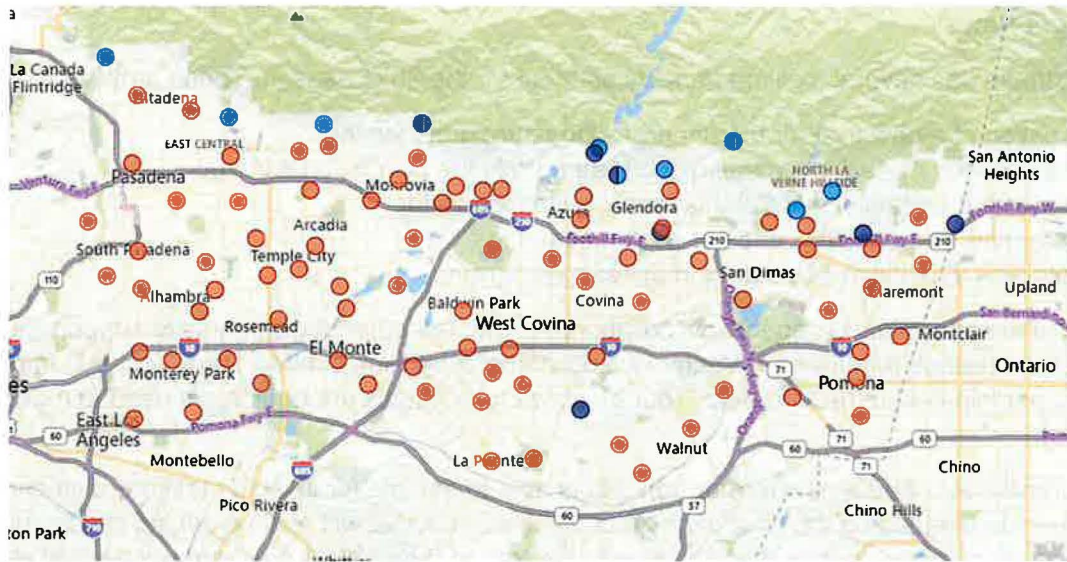


Figure 1 Sampling locations – Orange indicates mosquitoes, Dark blue indicates ticks, Light blue indicates black fly

Mosquito Activity

Mosquito activity during weeks 13 and 16 was average in comparison to years past. Due to low overnight temperatures, mosquito activity remained stable but is expected to increase as the temperatures increase.

Week	Total Mosquitoes	Activity Level
13	1096	Average
14	814	Average
15	480	Low
16	2373	Elevated

Black Fly Activity

Sampling for black flies was done during week 15 based on observed activity. Only 137 black flies were collected. Black fly sampling will be done every other week for the rest of the season.

Tick Sampling

Ticks were sampled for at five 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	19
Big Dalton Wilderness Park	Glendora	6
Hook West Flood Channel	Glendora	42
Live Oak Canyon	Claremont	109
South Hills Dog Park	Glendora	276

Department News

The department has several exciting projects planned for the 2021 season. These projects include:

- Creation of a new trap for the underground storm drain system
- Identification of *Aedes* mosquito egg predators in the San Gabriel Valley
- Evaluate the repellency of plants to mosquito oviposition
- Determine peak activity times of adult mosquitoes
- Establish a pesticide resistance monitoring program.

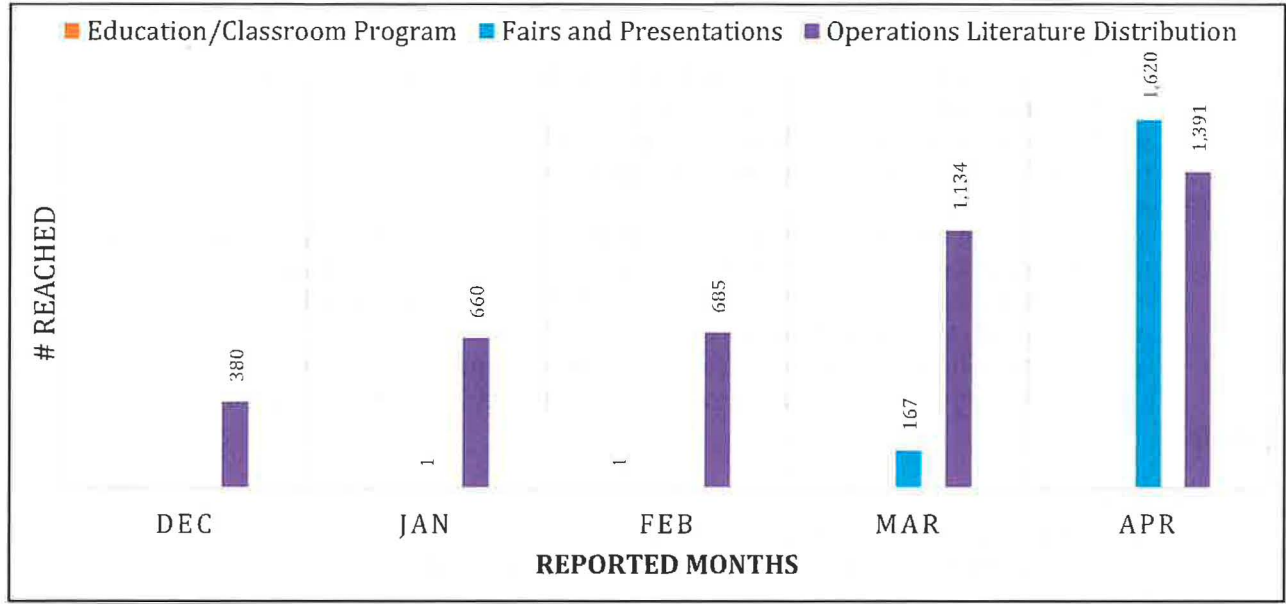
Members of the surveillance department collaborated with the other departments to support the projects of the district. Kim Nelson, Vector Ecologist and Jung Kim, Limited Term Vector Control Specialist, participated in the Bite Back Tour by showing residents the equipment used to monitor mosquitoes.

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.

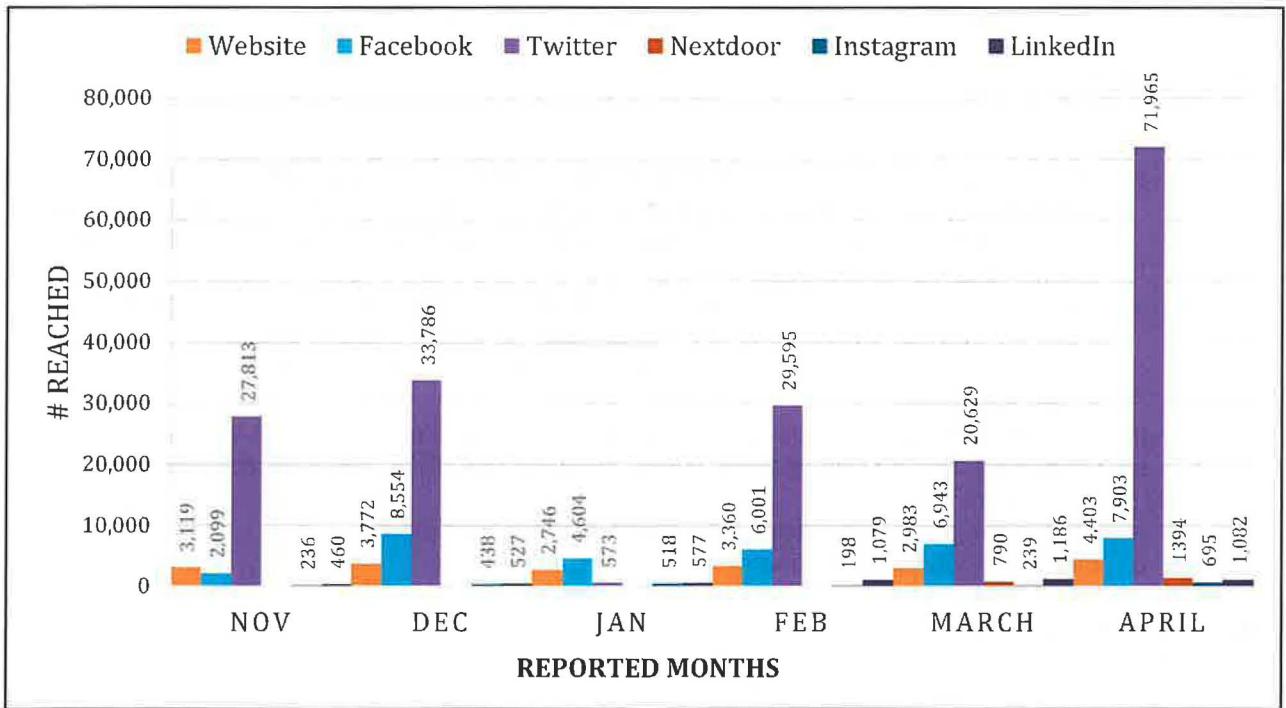
Melissa Doyle, Scientific Program Manager, joined the MVCAV Ad Hoc Committee as chairperson to explore the possibility of implementing Sterile Insect Technique programs in the state.

Communications Department
 Disease Weeks 13-16 | Mar 28 – Apr 24

Outreach Activities:



Digital Activities:



EcoHealth Vector Education Program

1. New Developments
 - a. Developed script for new repellent video
 - b. Participated in Bite Back Tour and CA Mosquito Awareness Week video
 - c. Searched for potential Journey of the Germ creators
 - i. Previous vendor separated from the project and refunded deposit check
 - d. Outlined EcoHealth promotion strategy
 - e. Prepared EcoHealth quarterly newsletter content
 - f. Developed a 4th grade teacher-facilitated lesson
2. Projects in progress
 - a. Wrote script for Vector Inspector Program (V.I.P.) and recorded VIP Assembly video
 - b. Continued working with PookyMedia LLC for V.I.P. animated video
 - c. Continued with the creation of teacher and student remote learning resources
 - d. Shortened Operation Mosquito G.R.I.D. script
 - e. Revised Journey of the Germ Storyboard with review by Dr. Qualls
 - f. Assisted with Door-to-door in Rosemead, Monterey Park, and El Monte

Design

1. Website
 - a. Updated general city resources page
 - b. Created Beat the Mosquito Heat Summer city campaign pages
2. Video
 - a. Development of social media video content (10 sec or less)
 - b. Finalized the Slap, Slap, Repellent video and created thumbnails
 - c. Created storyboard for Los Repelentes Bilingual (Eng-Spa) video
 - d. Began re-write brainstorming video for Fiebre De La Sangre for target audience
 - e. Recorded webinar portions for Summer episode of Be Water Wise and Bite-Free webinar series in partnership with the Walnut Valley Water District

General Outreach

1. Social Media
 - a. April 5 – 11 was National Public Health week and the District participated by emphasizing the importance of vector control in public health. The campaign consisted of an Instagram Live with the American Public Health Association, Twitter chat, and original graphics and videos.
 - b. California Mosquito Week was April 18 – 24 and the District ran a week-long campaign using multimedia: Instagram Live, Twitter chat, graphics, videos, and GIFs
 - c. Promoted our SGV Bite Back Tour with multiple posts, Instagram Live, YouTube, and Instagram Reels.
 - d. Mosquito Bites Live series on Instagram continues to increase public health interest
 - e. Continued content and post for weekly #MosquitoMonday and #TipTossThursday
2. Bite Back Program
 - a. Created ongoing Bite Back Tour: Recap Tips for Instagram
 - b. Bite Back Tour stop continues

Administrative/Trainings

1. Organization
 - a. Organized Comm. Dept. communal areas

- b. Assembled 300 drive-thru goodie bags for Glendora's Earth Day event (collaborated with Trustee Doornik)

2. Training/webinars

- a. 4/7 – Webinar: Public Health Communication: Vector-Borne Disease Prevention
- b. 4/13 – Webinar: Training: Livestream Co-Host Logistics
- c. 4/14 – Webinar: Telling the Story of Volunteer Impact Confirmation
- d. 4/15 – Speaker: Pablo Cabrera LA PIO
- e. 4/21 – Webinar: Public Health Communication
- f. 4/29 – Webinar: Vector-Borne Disease COE Seminar Series

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

The attached Treasurer's Report is for March 2021.

The Total of All Funds Balance is \$5,288,570.02

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 A. Jones", is written over a horizontal line.

Authorized Board of Trustee Member

**San Gabriel Valley Mosquito and Vector Control District
Treasurer's Report (based on Balance Sheet Detail Activity Report,
Period 9, FY 2020-2021 received on April 1, 2021**

Item 3.7 - 2 of 3

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Local Agency Investment Fund (LAIF)	0.36%	\$1,424,459.39	Interest	\$0.00	LAIF Statement (March 2021)	\$1,424,459.39

Maturity Date: Perpetual
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Los Angeles County Pool	0.53%	\$3,488,405.37	interest Trust Warrant #706 19-20 Air, DA & Penalty	\$739.12 (\$309,301.13) \$31.97	ND 24 Per 9 ND 24 Per 9 ND 24 Per 9 ND 24 Per 9	\$3,179,875.33

Maturity Date: Perpetual
Interest rate as of Jan 2021

Investment Vehicle	Yield	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
VCJPA Contingency Fund	2.13%	\$136,353.00	interest Contributions	\$0.00 \$0.00	VCJPA Statement (Jan 2021)	\$136,353.00

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-Mar 2021 Sweep Trust Warrant #706	(\$723,759.99) \$414,458.86 \$309,301.13	CB Statement March 2021	\$200,000.00

Investment Vehicle	Beginning Balance	Transaction	Deposit (Withdrawal)	Source	Ending Balance
Citizens Bank Sweep Account	\$453,691.94	Deb Activity-Mar 2021 Deposit	(\$414,458.86) \$308,649.22	CB Statement March 2021	\$347,882.30

Total Beginning Balance	\$5,702,909.70			Total End Balance	\$5,288,570.02
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May 14, 2021

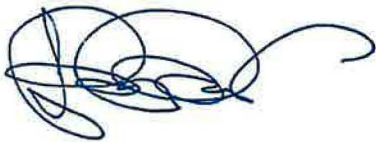
**HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES,
SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT**

SUBJECT: May 1, 2021 District Working Fund Balance

May 1, 2021 balance:	\$2,951,661.02
April 1 – April 30, 2021 expenditures:	\$527,902.27

May 1, 2021 Working Fund Balance: \$2,423,758.75

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read 'Jared Dever', with a stylized flourish extending to the right.

**Jared Dever
District Manager**

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**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 XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:
SCIConsultingGroup
4745 MANGELS BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PH: 707.430.4300
FAX: 707.430.4319
WWW.SCI-CG.COM

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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 mosquitoborne viral encephalitis, can be fatal, especially in children and older individuals.

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

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

(b) The Legislature further finds and declares:

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

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

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

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

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

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

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

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

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

PROPOSITION 218

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

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

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

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

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

GENERAL DESCRIPTION OF SERVICES

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

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

ESTIMATE OF COSTS AND BUDGET – FISCAL YEAR 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		
		<i>Budget</i>
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		\$76,000
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:

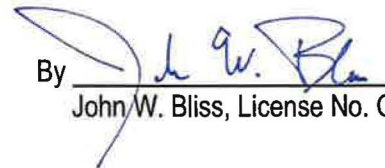
FIGURE 4 – ASSIGNED BENEFIT UNITS

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, 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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Draft Annual Budget

Fiscal Year 2021 - 2022

SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT



FISCAL YEAR 2021 – 2022 PROPOSED 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: DRAFT Fiscal Year 2021/22 Annual Budget Transmittal

It is my pleasure to present the Draft 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 suspend 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 Draft 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 Draft FY2021/22 Annual Budget. The proposed job descriptions are included in the Draft 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.

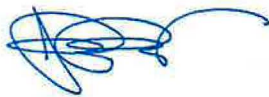
1. \$100,000 is requested from Designated Reserves 3125 – Capital Projects
 - o Continued repair and improvement of the Operations building due to extensive water damage sustained in November of 2019
 - o Modification of parking lot to accommodate additional fleet and staff vehicles
2. \$30,000 is requested from Designated Reserves 3165 – Building/Facilities
 - o Digitization of district telephonic systems
 - o Wireless mesh network replacement
3. \$100,000 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 CalPERS California Employers’ Retiree Benefit Trust (CERBT) Fund Section 115 prefund of Other Post-Employment Benefits (OPEB) contribution. **(pending Finance and Audit Committee review and recommendation).

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 FY 2021/22 Annual Budget for your review and consideration.

Respectfully,



Jared Dever
District Manager

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	5,491,434.00
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: Executive

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.

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 Contribtuion	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 - PEPR	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	2019-20	2020-21	2021-22
	Actual	Actual	Actual	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	179,600.00	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	59,300.00	88,951.00	100,000.00	100,000.00	100,000.00
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

DRAFT

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	16,585.00	16,000.00	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	53,858.00	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	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 - PEPR	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
6305 · 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	26,000.00
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 PEPR	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 · PEPR 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	567,520.00	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

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	97,113.00	97,113.00	97,200.00	97,000.00	110,000.00

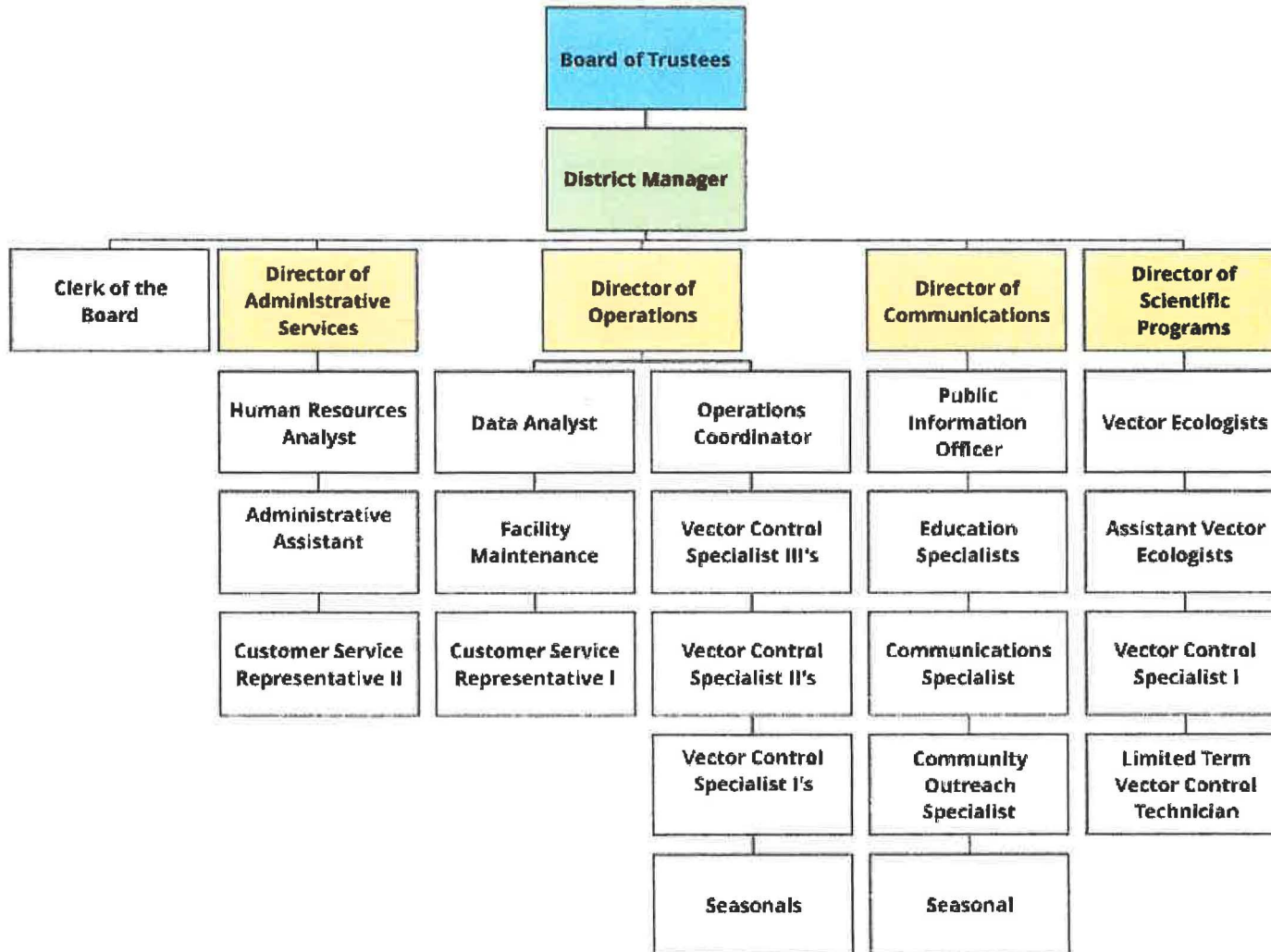
GRAND TOTAL RESERVES	2,324,917.28	2,286,254.00	3,055,948.00	2,681,988.00	2,259,227.00
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DRAFT

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
CalPERS CERBT Fund Section 115 prefund of Other Post-Employment Benefits (OPEB) contribution	<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>

San Gabriel Valley MVCD Organizational Chart





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 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, 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.

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.

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.

San Gabriel Valley Mosquito and Vector Control District
Original Approved: August 14, 1992
Revised: August 11, 1995, July 13, 2012, October 10, 2014

OPERATIONS MANAGER

POSITION DESCRIPTION

Basic Functions:

The Operations Manager plans, directs, and administers the District's vector control and facilities operations and works together with the Office Manager, Public Information Officer, and Scientific Program Manager to assist the District Manager with planning, directing, and evaluating the District's overall operations. The Operations Manager supervises the Operations Coordinator, Vector Control Specialists, Fleet Mechanic, and other staff who control vectors and manage the District's facilities.

Relationship

The Operations Manager is a Fair Labor Standards Act-exempt position who is supervised by the District Manager.

Position Characteristics

The Operations Manager supervises the District's vector control operations and oversees management of the District's facilities. He or she assigns duties and responsibilities and ensures they are executed accurately and safely. The Operations Manager recruits, selects, trains, counsels, evaluates, and recommends discipline for operations staff and the Fleet Mechanic; establishes and maintains a system of records for reporting and analyzing operations data; provides written and oral reports associated with his or her duties and responsibilities; prepares an annual budget for District's vector control operations and facilities management; addresses complaints from the public arising from the District's field activities; directs and coordinates field inspections and treatments, including source reduction and applications of pesticides.

The Operations Manager works relatively independently and supervises the performance of the Operations Coordinator, Vector Control Specialists, Fleet Mechanic, and other staff whose principal duties include inspecting for and managing vectors and/or managing the District's facilities.

The Operations Manager is a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall operations. When the District Manager is absent, the

San Gabriel Valley Mosquito and Vector Control District
Original Approved: August 14, 1992
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Operations Manager and Scientific Program Manager administer and supervise District activities and personnel.

Duties:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Surveys and evaluates field inspections and applications of pesticides, recommends requirements for staffing and equipment; coordinates assignments and duties of operations and facilities management staff; participates in recruiting, training, evaluating and disciplining employees; enforces safety regulations.
2. Oversees managing the District's facilities; keeps abreast of contracts for services related to grounds and building maintenance, e.g., landscaping and building security.
3. Designs and implements procedures for controlling vectors in the District; assigns and modifies duties and responsibilities of the Operations Coordinator, Vector Control Specialists, and the Fleet Mechanic.
4. Provides training/instruction and reviews and evaluates work of Operations Coordinator, Vector Control Specialists, and the Fleet Mechanic.
5. Assists with developing procedures, manuals, and other instructional material.
6. Assists in resolving complaints related to Operations staff.
7. Reviews requests for applications of pesticides; coordinates applications, evaluates effectiveness of the operations, and takes appropriate action as indicated.
8. Maintains and ensures the accuracy of a system of records for vector control operations, uses these data to evaluate the expenditure of resources to control vectors; evaluates needs regarding workload, supplies, and equipment and prepares an appropriate budget.

San Gabriel Valley Mosquito and Vector Control District
Original Approved: August 14, 1992
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9. Evaluates effectiveness and efficiency of equipment, recommends changes as needed and participates in designing devices for use by the District.
10. Plans and directs source reduction as part of control operations.
11. Develops and organizes training for operations staff and the Fleet Mechanic; ensures operations staff favorably represents the District to the general public.
12. Plans and directs staff in preparing maps, maintaining records and recording data pertaining to operations.
13. Coordinates repair and maintenance of District equipment,
14. Represents operations staff and the Fleet Mechanic at management meetings; meets regularly with operations staff and the Fleet Mechanic; stays abreast of advances in vector control operations.
15. Prepares clear and concise written correspondence, reports, and recommendations suitable for distribution without significant revision.
16. Coordinates operations with other agencies to meet program objectives.
17. Serves as District's Safety Officer; conducts regular safety committee meetings; brings all safety related issues to the attention of management and recommends corrective action.
18. Organizes and conducts in-house training related to safety for employees as required by State and federal regulations; maintains records of all training.

POSITION REQUIREMENTS

MINIMUM QUALIFICATIONS:

Knowledge of:

The Operations Manager plans, directs, and administers the District's vector control and facilities operations and works together with the Office Manager, Public Information Officer, and Scientific Program Manager to assist the District Manager with planning, directing, and evaluating the District's overall

San Gabriel Valley Mosquito and Vector Control District
Original Approved: August 14, 1992
Revised: August 11, 1995, July 13, 2012, October 10, 2014

operations. The Operations Manager supervises the Operations Coordinator, Vector Control Specialists, Fleet Mechanic, and other staff who control vectors and manage the District's facilities.

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, and is free of honey bee sting allergy as demonstrated by approved serological analysis. A medical doctor and/or laboratory designated by the District shall perform the post-offer physical examination, drug screen, and allergy analysis and the District shall pay all costs.

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SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

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

Certificates:

The Operations Manager must be certified by the California Department of Public Health as a technician in mosquito, terrestrial invertebrate, and vertebrate control within one year of employment and certification must be maintained throughout employment.

Working Conditions:

The Operations Manager may be exposed to pesticides, communicable diseases, and other health hazards; inclement weather; and verbal abuse from the public.

The Operations Manager is subject to emergency call-out.

San Gabriel Valley Mosquito and Vector Control District
Original Approved: August 14, 1992
Revised: August 11, 1995, July 13, 2012, October 10, 2014

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.

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.

San Gabriel Valley Mosquito and Vector Control District
Adopted July 13, 2012
Revised Aug 28, 2017

SCIENTIFIC PROGRAM MANAGER

POSITION DESCRIPTION

Basic Functions

The Scientific Program Manager directs and administers the District's disease surveillance program, supervises the Vector Ecologists and all other disease surveillance staff and works together with the Operations Manager, Public Information Officer, and Office Manager to assist the District Manager with planning, directing, and evaluating the District's overall operations.

Relationship

The Scientific Program Manager is a Fair Labor Standards Act-exempt position which is supervised by the District Manager.

Position Characteristics

The Scientific Program Manager works relatively independently and supervises the Vector Ecologists, extra-help Assistant Vector Ecologists, and other staff whose primary duties concern disease surveillance. He or she 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, medical parasitology, 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 Scientific Program Manager 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 Operations Manager to manage the population of vectors in the District. When the District Manager is absent, the Scientific Program Manager and Operations Manager administer and supervise District activities and personnel.

San Gabriel Valley Mosquito and Vector Control District
Adopted July 13, 2012
Revised Aug 28, 2017

Duties

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Plans, implements, and directs the District's disease surveillance program; supervises the Vector Ecologists, Extra Help Assistant Vector Ecologists, and all staff whose primary duties concern disease surveillance.
2. Collaborates with the Operations Manager to develop strategy and implement methods to manage vectors.
3. Oversees conducting studies and surveys of vectors.
4. Oversees collecting, processing, and identifying specimens and evaluating their significance to public health.
5. Oversees surveillance for vector-borne diseases.
6. Oversees preparing reports based on laboratory work.
7. Oversees monitoring and evaluating efficacy of pesticides.
8. Oversees investigating resistance of vectors to pesticides.
9. Prepares clear and concise written correspondence, reports, and recommendations suitable for distribution without significant revision.
10. Prepares manuscripts for presentations and/or publication based on scientifically derived data.
11. Participates in training personnel.
12. Attends training sessions, seminars, and continuing education classes.
13. Performs reasonable assignments within the scope of employment.
14. Prepare annual budget for the scientific program; procure supplies and services within limits of the budget.

San Gabriel Valley Mosquito and Vector Control District
Adopted July 13, 2012
Revised Aug 28, 2017

POSITION REQUIREMENTS

Minimum Qualifications

Knowledge of:

- Biology, ecology, environmental science, epidemiology, immunology, medical entomology, microbiology, parasitology, and vertebrate biology.
- Chemistry and physics.
- Mathematics, algebra, and biostatistics.
- Principles of supervision.
- Operating a Microsoft Windows®-based PC and MS Office® software.
- Data management for scientific applications.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of writing compositions and reports.
- Current principles of managing vectors and surveillance for vector-borne diseases, and the natural history of the San Gabriel Valley.
- Use and effects of pesticides.
- The California Health and Safety Code.
- District policies.
- Environmental laws and how governmental agencies interact with the District.
- The scientific method.
- Standard office procedures, methods, and computer equipment.
- Principles and practices of interacting with the public.
- Rules and practice of safe driving.

Ability to:

- Communicate clearly and effectively in English.
- Write concisely and clearly in English under time constraints.
- Keep detailed records.
- Read, understand, interpret, evaluate, and apply laws, policies, rules, contracts, guidelines, and literature of the profession.
- Work with a high degree of independence.
- Accept reasonable assignments from a supervisor.
- Demonstrate good organizational and supervisory skills.
- Understand and carry out oral and written instructions.
- Work cooperatively with others.
- Lift objects weighing up to 50 pounds.
- Assist in lifting objects weighing over 50 pounds.
- Operate a conventional motor vehicle safely and legally.
- Manipulate small parts and tools.
- Perform standard data processing using a Microsoft Windows®-based PC system.

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- Manage vector control and related disease surveillance programs efficiently and effectively; gather, organize and analyze information and arrive at sound conclusions.
- Apply scientific method to practical situations.
- Apply pertinent federal, State, and local laws, codes, and regulations.
- Respond to questions from the public and District staff regarding policies and procedures.
- Perform mathematical computations quickly and accurately; plan and organize work to meet schedules and timelines.
- Operate office equipment including computer hardware, peripherals, and software.

Functional Requirements

Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception

Minimum of single ear aided hearing

Speak and write effectively in English

Regularly* sit for extended periods of time

Regularly* perform work with repetitive motion using computers and other office and laboratory equipment

Occasionally* operate a motor vehicle

Occasionally* bend at the knees and waist

Occasionally* reach overhead

Periodically* traverse uneven ground such as fields, embankments, streambeds, and shallow ponds

Periodically* assist in lifting objects overhead weighing in excess of 60 pounds

Periodically* carry over uneven surfaces and lift over a barrier up to 50 pounds

Periodically* operate specialized equipment such as boats, all-terrain vehicles, and other mechanized equipment

Periodically* lift objects weighing 30 pounds

Periodically* manipulate and examine small objects

Periodically* climb ladders

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

Education and Experience:

A combination of education and experience that would allow an individual to properly manage the District's scientific operations. An example is:

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 in a discipline listed above is preferred.

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Four 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.

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.

Special Notes, Licenses, or Requirements

License:

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

Certificates:

The Scientific Program Manager must be certified by the California Department of Public Health as a technician in Mosquito Control, Terrestrial Invertebrate Vector Control, and Vertebrate Vector Control within two years of employment and the certification must be maintained throughout employment.

Working Conditions:

The Scientific Program Manager may be exposed to toxic and hazardous substances, communicable diseases and other biohazardous materials, inclement weather, and verbal abuse from the public. The Scientific Program Manager must be willing to work a non-standard schedule which may include evenings, weekends, and holidays.

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.



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.

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: Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

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

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.

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.



San Gabriel Valley Mosquito and Vector Control District

CUSTOMER SERVICE REPRESENTATIVE I

Department:	Administration
Reports To:	Office Manager
Exemption Status:	Non-Exempt
Annual Salary Range:	\$40,612.80 - \$50,766

Basic Functions:

Under 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.

Class Characteristics:

Incumbents of positions in this class work without close supervision and within a framework of established procedures, will have frequent contact with the public, both in person and on the telephone. This class will be expected to perform a variety of typing and clerical duties with only occasional instruction or assistance. The use of typing, word processing, and data input skills are essential to the satisfactory performance of the work in this class. Finished copy, which may include some technical terminology, must be typed accurately from rough copy. Adequate performance at this level requires the use of independent judgment in selecting proper work methods. New or unusual situations are referred to the supervisor. Incumbents of positions in this class will have frequent contact with the public that requires them to have knowledge of specific laws, rules, and policies related to the operation of the District.

Responsibilities:

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

1. 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.
2. 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.

3. 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.
4. Inserts and extracts materials from subject matter files, classifies material by nature of subject matter, and prepares new file folders as needed.
5. 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.
6. 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.

Minimum Qualifications:

- Multi-line phone system
- Office computer software, including MS Word, and Excel.
- Preparing correspondence, filing and reports.
- Operating other standard office equipment.

Ability to:

- Perform general work and learn the specific operations of the office.
- Use proper English, grammar, spelling, vocabulary, and punctuation; and make mathematical calculations.
- Operate computer for data entry word processing and other basic tasks.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relations with the public and fellow employees.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One-year experience in typing, computer, and clerical work. (College level secretarial or clerical training may be substituted for required experience on the basis of one-year of college for one-year of experience.)

Education: Graduation from high school or attainment of as satisfactory score on a G.E.D. test.

Licenses/ Certificates/ Special Requirements:

Possession of a valid California Driver's License with the ability to use a District approved means of transportation.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- Incumbents need to have mobility of arms to reach and dexterity of hands to grasp.
- Incumbents will need to sit for long periods of time.

Mental Demands

- Incumbents require the ability to comprehend, reason, and analyze regarding office situations.
- Incumbents must be able to communicate information effectively, verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position works under typical office conditions and the noise level is frequently quiet.

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 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.

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.

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Original Approved: June 14, 1996
Revised Jan 13, 2012, July 13, 2012, Aug 28, 2017

PUBLIC INFORMATION OFFICER

POSITION DESCRIPTION

Basic Functions

The Public Information Officer plans and administers all aspects of the District's public education/outreach program, supervises the Education Specialist, and works together with the Office Manager, Operations Manager, and Scientific Programs Manager to assist the District Manager with planning, directing, and evaluating the District's overall operations.

Relationship

The Public Information Officer is a Fair Labor Standards Act-exempt position which is supervised by the District Manager.

Position Characteristics

The Public Information Officer applies knowledge of vector control and all forms of communication to develop and administer the District's public education program. He or she creates/manages programs targeting residents of various ages and demographics, community organizations, local and regional media, city, county, and State governments, and others as necessary to inform the public and promote District services or events. The Public Information Officer supervises the Education Specialist, and is a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall operations.

Duties

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Supervises Education Specialist and Creative Services Specialist
2. Implement and coordinate elementary education programs.
3. Establish and maintain a working relationship with learning institutions and governmental agencies to promote and represent the District's interests.
4. Plan and conduct orientation programs, workshops, and education programs for Board members, District staff and staff of other agencies regarding vector control services provided by the District.

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5. Plan, prepare, and evaluate instructional material such as pamphlets, exhibits, and audiovisual presentations.
6. Plan, erect, and staff exhibits at fairs and community events.
7. Prepare news releases, feature articles, public service announcements, reports, and newsletters to disseminate information about vector control and District services.
8. Develop and maintain the District's web site and other electronic/social media to promote District services and rapidly distribute accurate and timely information.
9. Design layouts, and create or obtain illustrations and video for use in the education program; develop and maintain a catalog of photographs, digital images, and other illustrative material that are pertinent to vector control.
10. Prepare annual budget for the educational program; procure supplies and services within limits of the budget.
11. Prepares clear and concise written correspondence, reports, and recommendations suitable for distribution without significant revision.
12. Answer questions from the public and the media regarding vector control.
13. Develop and maintain presentations for use at District functions.
14. Evaluate annually in writing the effectiveness of the education program.
15. Assist in coordinating professional and technical training sessions, safety training sessions and assist in preparing visual aids for presentation at professional, technical, and Board meetings.
16. Assist in planning training sessions for acquiring and maintaining state certification, compiling and distributing training materials for examinations, and keeping track of continuing education units obtained by staff.
17. Attend training sessions; read district manual and keep informed of policies and procedures, read professional literature, and keep informed of latest developments in vector control.
18. Perform related work as required.

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POSITION REQUIREMENTS

Minimum Qualifications

Knowledge of:

- Principles and techniques of individual and mass communication.
- Principles of public and community relations.
- Entomology and parasitology, including the ecology of vectors.
- Principles of composition and report writing.
- Correct English usage, spelling, grammar and punctuation.
- Methods, materials, and equipment used in drawing and lettering.
- Operation and use of equipment including computers, printers, scanners, calculators, copiers, cameras, slide, computer, and overhead projectors.
- Computer software including word and graphics processors, spreadsheets, scanners, desktop publishers, and databases.
- Website design and maintenance, social media, electronic information distribution.
- Graphics layouts.
- Interrelationships of governmental agencies.
- Methods to prevent and control vector-borne disease.
- Federal, State, and local laws pertaining to vector control.
- Effects of vector borne diseases on public health and the environment.
- Safety.
- Principles of supervision.

Ability to:

- Work cooperatively and effectively with other employees and the public.
- Communicate effectively orally and in writing; understand and carry out oral and written instructions.
- Implement reasonable assignments.
- Plan, develop, administer, and evaluate vector control education programs.
- Speak before a variety of audiences.
- Identify and obtain support from community leaders and other resources in order to define and solve problems concerning vector control.
- Be creative.
- Use a variety of art and drafting instruments and media.
- Design, prepare, and produce displays.
- Design and produce and/or contract services to produce radio and television public service announcements.
- Use a variety of computer software applications including word processors, scanners, desktop publishers, spreadsheets, and databases.

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Education & Experience:

A Bachelor's degree in Biology, Communications, Journalism, or related field from an accredited college or university **and** at least three years of experience interacting with community residents, members of private industry, governmental agencies, or the academic community. A Masters Degree in Communications, Public Administration, or Public Policy and a strong background in education, communications, and/or graphic arts is highly desirable.

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.

Functional Requirements

Minimum of single eye corrected vision with the ability to demonstrate measurable depth perception

Minimum of single ear aided hearing

Speak and write effectively in English

Regularly* sit for extended periods of time

Regularly* perform repetitive motion associated with computer use and other office equipment

Occasionally* operate a motor vehicle

Occasionally* bend at the knees and waist

Occasionally* reach overhead

Periodically* traverse uneven ground such as fields, dirt banks, streambeds, and shallow ponds

Periodically* lift objects weighing 30 pounds

Periodically* manipulate and examine small objects

Periodically* climb ladders

- | | |
|------------------|---|
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| Occasionally - | Activity or condition exists from 25 to 50 percent of the time. |
| Regularly - | Activity or condition exists from 50 to 75 percent of the time. |
| Frequently - | Activity or condition exists 75 percent or more of the time. |

Special Notes, Licenses, or Requirements

License:

San Gabriel Valley Mosquito & Vector Control District

Original Approved: June 14, 1996

Revised Jan 13, 2012, July 13, 2012, Aug 28, 2017

A valid California driver's license is required at the time of appointment and must be maintained throughout employment. The Public Information Officer must be insurable with district's insurance carrier.

Certificates:

The Public Information Officer must be certified by the California Department of Public Health as a technician in mosquito, terrestrial invertebrate, and vertebrate control within two years of employment and the certification must be maintained throughout employment.

Working Conditions:

The Public Information Officer may be exposed to pesticides, communicable diseases, and other health hazards, inclement weather, and verbal abuse from the public. The Public Information Officer must be willing to work a non-standard work schedule including evenings, weekends, and holidays.

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 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.

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.

San Gabriel Valley Mosquito & Vector Control District
Original Approved: February 11, 1994
Revision Dates: 8/11/1995, 7/13/2012

OFFICE MANAGER

POSITION DESCRIPTION

Basic Functions:

The Office Manager is the fiscal officer and human resources manager of the District. He or she develops and maintains the District's payroll, accounting, and human resource records systems, assists in preparing the annual budget, and facilitates the District's annual audit. The Office Manager works together with the Operations Manager, Public Information Officer, and Scientific Program Manager to assist the District Manager with planning, directing, and evaluating the District's overall operations.

Relationship:

The Office Manager is Fair Labor Standards Act-exempt position which is supervised by the District Manager.

Position Characteristics:

The Office Manager ensures the accuracy and integrity of the District's financial information and manages all financial responsibilities of the District by using sound judgment and applying best practices, including proper disbursement and control of all funds, budgets, and fiscal monitoring systems. He or she prepares and processes payroll and accounts payable, performs other major accounting functions, and reconciles all financial records. The Office Manager also oversees matters related to human resources, including hiring, collecting information for salary surveys, conducting new employee orientations, maintaining personnel and medical records, and regulatory compliance.

The Office Manager is a member of the District's management collective that assists the District Manager with planning, directing, and evaluating the District's overall operations.

Duties:

The following are examples of duties that may be performed. Omitting specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.

1. Implement and maintain the official accounting record system of the District according to standard accounting practices.

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2. Verifies audits, edits and prepares bi-weekly payroll; maintains payroll records; reviews and corrects employee time sheets; enters data in the payroll system; generates and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions.
3. Reviews, tracks and maintains records of applicable employee benefits; prepares and generates deferred compensation payment reports; prepares, generates and provides payroll reports to PERS; as appropriate, reconciles health and benefits provider and District benefit data.
4. Informs new employees about deductions, benefit plans; develops and/or provides pertinent information to employees about changes in the financial aspects of available benefit plans; processes the financial portion of changes to employee benefits.
5. Reviews, obtains approval, processes, inputs, and, prints and distributes checks for paying vendor invoices and other accounts payable.
6. Prepares and distributes 1099 forms and corresponding reports within mandated time frames.
7. Maintains the general ledger chart of accounts; reviews monthly expenditure reports to ensure proper account coding; prepares and inputs journal entries; reviews and reconciles bank and account statements; processes month end general ledger reports; assists in the year end close of the general ledger and prepares reports for the independent auditors; and assists in the annual budget process.
8. Administers the District's insurance system and Section 125.
9. Provides general information to office and telephone callers and/or refers them to the appropriate party; receives service requests.
10. Assists in carrying out administrative policies and procedures.
11. Prepares clear and concise written correspondence, reports, and recommendations suitable for distribution without significant revision.
12. Supervises extra help clerical personnel.

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POSITION REQUIREMENTS

Minimum Qualifications:

Knowledge of:

- Policies and procedures concerning personnel/human resources functions.
- Administrative and clerical procedures and systems.
- Methods, practices, documents and terminology used in financial and accounting record keeping.
- Intermediate accounting and internal control policies and procedures.
- Basic principles, theories, techniques and methods of financial analysis and budget preparation and monitoring.
- Principles of management, organization, and business analysis.
- Methods of researching, analyzing, and preparing management reports, regarding human resources, payroll, and risk management.
- Principles and practices of supervision, including hiring, training, and evaluations.
- Principles of composition and report writing.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Maintain confidentiality.
- Gather, organize, and analyze information and arrive at sound conclusions.
- Write concise, comprehensive reports and display information and data in its most meaningful and understandable form.
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines, and professional practices.
- Plan, organize, and monitor financial, human resources, data processing, reporting and record keeping functions.
- Apply effective time and project management techniques to the prioritization of multiple projects.
- Use business software to prepare spreadsheets, presentations, and business correspondence and reports.
- Exercise independent judgment and demonstrate initiative while working in the confines of the District policies and procedures.
- Greet and assist callers in person and by telephone tactfully and diplomatically.
- Deal tactfully and communicate clearly and effectively.
- Calculate and process payroll and taxes.
- Prepare and process accounts payable.
- Reconcile bank statements, general fund, and financial statements.
- Prepare requisitions for warrants.

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Education:

Graduation from high school or equivalent; college-level coursework in accounting, finance, and business administration. A Bachelor's degree in finance or a related field from an accredited university is preferred.

Experience:

A minimum of 5 years' experience in bookkeeping and accounting. A minimum of 3 years' experience in human resources or administration.

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.

FUNCTIONAL REQUIREMENTS:

Minimum of single eye corrected vision.

Ability to speak and write effectively in English.

Ability to frequently* sit for extended periods of time.

Ability to regularly* perform repetitive motion associated with office equipment, computer usage, and answering telephone.

Ability to occasionally* bend at the knees and waist to perform filing activities.

Ability to periodically* lift objects weighing 25 pounds.

Ability to periodically* reach overhead.

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

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SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

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

Working Conditions:

The Office Manager may be exposed to verbal abuse from the public.

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



HUMAN RESOURCES 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.
- Performs other duties as assigned.
- 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.

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.

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.

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Human Resources/Finance Assistant

POSITION DESCRIPTION

Basic Functions:

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

Relationship:

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

Class Characteristics:

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

Routine Duties:

- Performs administrative work related to employee benefits programs that include plans such as retirement, health, life, dental, vision and; reconciles benefit invoices.
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public.
- Provides general administrative support to the administrative staff, including preparing correspondence, memoranda, and reports.

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- Establishes and maintains employee personnel and benefits files and seasonal employee files.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Audits, balances, and reconciles ledgers, journals, accounting records and reports with control figures, examines accounts, researches discrepancies and posts correcting entries; reconciles bank statements.
- Participates in a variety of accounting activities, including accounts payable, accounts receivable, payroll and the preparation of departmental reports, audit of bills and invoices, and preparation of deposits.
- Processes employee payroll; enters timesheet data into software programs; identifies problems or issues and resolves with employee or supervisor as necessary to ensure accurate payroll.
- Prints checks; totals and balances accounts.
- Verifies, posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Assists customers, departments, and employees by providing answers and information regarding account information, discrepancies, and general accounting procedures; researches issues; and updates related files and departments on action items.
- Performs other duties as assigned.

Periodic Duties:

- Participates in the recruitment and testing of employees including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes, and scheduling and coordinating written performance tests and interviews; advertises and posts job bulletins; assists in proctoring examinations; constructs rating notebooks; prepares rater confirmation materials.
- Coordinates background check process for new hires; processes pre-employment physical examination paperwork.

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- Answers questions regarding open positions; responds to requests for employment verification; receives and monitors employee garnishments.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and maintaining accurate files.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Processes Personnel Action Forms (PAF's) involving terminations, resignations, promotions, and retirements; completes and submits unemployment insurance claims.
- Participates in human resources projects and programs including health fair, training programs, open enrollment, and related events; coordinates meetings, workshops, special events and related program services and activities with other agencies and District departments.

Minimum Qualifications:Knowledge of:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and report writing.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Principles and practices of data collection and report preparation.
- Principles and procedures of financial record keeping and reporting.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Business arithmetic and basic financial and statistical techniques.

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- Record-keeping principles and procedures.
- 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.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing, and selection practices.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Prepare a variety of financial data and supporting reports.
- Maintain accurate and current financial records.
- Assist in the preparation clear and concise financial transaction documents.
- Make thorough and accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

San Gabriel Valley Mosquito and Vector Control District**Approved: 07/01/2019**Education and Experience:

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

POST-OFFER PHYSICAL EXAMINATION:

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

FUNCTIONAL REQUIREMENTS:

- Minimum single eye corrected vision with the ability to demonstrate measurable depth perception.
- Minimum of single ear aided hearing.
- Speak and write effectively in English.
- Regularly* sit for extended periods.
- Regularly* perform repetitive motion associated with computer use and other office equipment.
- Occasionally* stand for extended periods.
- Occasionally* bend at the knees and waist.
- Occasionally* perform repetitive motion associated with computer usage.
- Occasionally* sit for extended periods of time.

* Periodically- Activity or condition exists up to 25 percent of the time.

* Occasionally - Activity or condition exists from 25 to 50 percent of the time.

* Regularly - Activity or condition exists from 50 to 75 percent of the time.

* Frequently - Activity or condition exists 75 percent or more of the time.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:License:

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

Certificates:

None

San Gabriel Valley Mosquito and Vector Control District
Approved: 07/01/2019

Working Conditions:

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

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

