



**BOARD OF TRUSTEES
BUDGET COMMITTEE**

Monday, June 14, 2021

6:00 P.M.

To be held via teleconference only – see below

**IMPORTANT NOTICE REGARDING COVID-19
AND TELECONFERENCE MEETINGS:**

Pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC 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.
- 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 remotely in the manner described below.

HOW TO OBSERVE THE MEETING

Telephone: Listen to the meeting live by calling **(669) 900-9128** and entering the

PASSWORD: 793389 for MEETING ID: **983 5193 5595**

Computer or mobile: Watch or listen to the meeting from a computer with internet access by navigating top: <https://zoom.us/j/98351935595?pwd=aFRKWfZDWmZLSkdYTkxETHNvd0RHOt09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

HOW TO SUBMIT PUBLIC COMMENTS

Please email your comments to pmacedo@contracostamosquito.com, 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. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PEGGIE HOWELL** Clayton • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez
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AGENDA

CALL TO ORDER:

Roll Call
Pledge of Allegiance

1. PUBLIC INPUT ON NON-AGENDA ITEMS
 - a. This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 12, 2021
3. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST
4. REVIEW FIXED ASSET, PROGRAM DEVELOPMENT, AND ONE TIME REQUEST RECOMMENDATIONS FOR FY22 (2021/2022)
5. REVIEW DRAFT BENEFIT ASSESSMENT FOR FY22 (2021/2022)
6. DISCUSS FISCAL IMPACT FOR BUILDING IMPROVEMENTS TO DISTRICT FACILITY
7. REVIEW INITIAL PROPOSED BUDGET FOR FY22 (2021/2022)
8. REVIEW PROPOSED INVESTMENT POLICY REVIEW
9. BOARD AND STAFF ANNOUNCEMENTS
10. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 7 days before the noted meeting.



Maria Bagley, Administrative Services Manager

06/07/2021

Date

The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Maria Bagley at least 24 hours before the meeting, at (925) 771-6100.

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JUNE 14, 2021 BUDGET COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON APRIL 12, 2021 (Pages 4-5)
3. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST (Pages 6)
Administrative Services Manager Bagley will review the updated revenues for FY21 (2020-2021) and long-range forecast modified assumptions for FY22 (2021/2022).
4. REVIEW FIXED ASSET, PROGRAM DEVELOPMENT, AND ONE TIME REQUEST RECOMMENDATIONS FOR FY22 (2021/2022) (Page 7)
Administrative Services Manager Bagley will review with the committee the fixed assets requested by staff and proposed by management for approval for FY22 (2021/2022).
5. REVIEW DRAFT BENEFIT ASSESSMENT FOR FY22 (2021/2022) (Page 8)
The committee will review the assessment level on the draft benefit assessment conducted by Francisco & Associates, which will be provided at the meeting.
6. DISCUSS FISCAL IMPACT FOR BUILDING IMPROVEMENTS TO DISTRICT FACILITY
Administrative Services Manager Bagley will review the updated estimated cost for the proposed remodel with the committee.
7. REVIEW INITIAL PROPOSED BUDGET FOR FY 2020/2021 - (Pages 9-10)
Administrative Services Manager Bagley will discuss where the District and the updated proposed budget for FY22 (2021-2022).

REVIEW PROPOSED INVESTMENT COMMITTEE POLICY - (Pages 11-14)
Administrative Services Manager Bagley will discuss the updated Investment Policy and seek committee recommendation for Board approval at the July meeting.
8. 9 /10 No comment

BUDGET COMMITTEE MEETING
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 12, 2021, in the District Office at 155 Mason Circle, Concord, California and via teleconference pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Peter Pay, Chair
 Richard Ainsley
 Chris Cowen
 Thomas Minter
 Jim Murray
 Darryl Young

TRUSTEES ABSENT Kevin Marker

OTHERS PRESENT Peggie Howell, President, Board of Trustees
 Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Budget Committee Chair Pay called the meeting to order at 6:00 p.m.

ROLL CALL

A roll call indicated that six Trustees were present, and one was absent.

1. PUBLIC INPUT ON NON-AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JUNE 22, 2020

** Motion was made by Trustee Murray and seconded by Trustee Cowen to approve the minutes from the Budget Committee meeting held on June 22, 2020. *Motion passed unanimously.*

3. REVIEW DISTRICT RESERVES AND REVENUE SOURCES – Administrative Services Manager Bagley discussed the District’s recent history of expenses versus revenues and reserves with the Local Agency Investment Fund (LAIF), along with property tax and benefit assessment revenue streams.
4. REVIEW FISCAL YEAR 2020/2021 BUDGET YEAR TO DATE – Administrative Services Manager Bagley discussed the status of the District budget through March 31, 2021 and noted trends and areas of concern versus the budget adopted by the Board of Trustees for fiscal year 2020/2021.

5. REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST – Administrative Services Manager Bagley reviewed the enclosed long term forecast and the committee discussed new template and strategies for protecting the District finances.
6. DISCUSSION OF HISTORICAL BUDGET AND AUDIT NUMBERS AND METHODOLOGY - Administrative Services Manager Bagley reviewed the District’s budgets and compared them to actual numbers for the past 10 years. The review included the County’s actual property tax shown against what the District receives and showed the lack of correlation between the two. The committee discussed the proposed methodology of using 60% of the 5-year moving average to budget for revenues, and 85% of the 5-year average to budget for expenses with the overlay of taking away any large one-time expense that the District will not have. The committee directed staff to validate the methodology using previous years and report back on how it worked in predicting the next year’s budget better than the current process.
7. DISCUSSION OF BOARD PACKET MATERIALS - Administrative Services Manager Bagley reviewed the current format of Board packet financial materials, specifically the current process for identification of unusual expenses and proposed a new format process to define unusual items. The committee agreed to recommend the change to the Board at the May Board of Trustees meeting.
8. BOARD AND STAFF ANNOUNCEMENTS – None.
9. ADJOURNMENT – 8:01 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on June 14, 2021.

Peter Pay, 2021 Chair
Budget Committee

Forecast FY 20/21 Budget Year

Cost Projections (\$M) or (*1,000) Using Fiscal Year 2022 Proposed Budget Assumptions as of 5/31/21 - Using 5 year moving average methodology

	YTD	Adopted	Proposed Budget	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
Fiscal Year	20/21	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Expenses												
As of 5.31.21												
Salaries & Wages, w/ indirects	4,635	5,993	6,226	6,337	6,451	6,566	6,684	6,803	6,937	7,087	7,256	7,446
OPEB Trust funding	-	205	215	190	194	197	201	204	208	213	218	223
Operations	1,163	2,357	2,436	2,480	2,524	2,569	2,615	2,662	2,714	2,773	2,839	2,914
Capital equipment	90	267	2,760	2,809	360	366	373	379	387	395	405	415
Capital Land (Int on debt)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	\$ 5,888	\$ 8,822	\$ 11,637	\$ 11,816	\$ 9,528	\$ 9,698	\$ 9,872	\$ 10,049	\$ 10,246	\$ 10,468	\$ 10,718	\$ 10,999
Revenues												
Property Taxes	3,565	5,906	6,539	6,830	7,135	7,453	7,786	8,133	8,314	8,509	8,718	8,943
Benefit Assessment	1,135	2,056	2,074	2,080	2,086	2,092	2,099	2,105	2,108	2,111	2,115	2,119
Interest Income from LAIF	30	160	51	33	19	19	20	21	12	13	14	15
Miscellaneous	124	180	229	235	240	247	253	259	262	264	267	269
TOTAL	\$ 4,854	\$ 8,303	\$ 8,893	\$ 9,178	\$ 9,481	\$ 9,811	\$ 10,157	\$ 10,518	\$ 10,696	\$ 10,897	\$ 11,114	\$ 11,346
Net Difference	\$ (1,034)	\$ (519)	\$ (2,744)	\$ (2,639)	\$ (47)	\$ 113	\$ 285	\$ 470	\$ 449	\$ 429	\$ 396	\$ 348
Reserves (In LAIF)												
Total Reserved / Encumbered	\$ 9,270	\$ 9,270	\$ 6,526	\$ 3,888	\$ 3,841	\$ 3,954	\$ 4,239	\$ 4,709	\$ 5,158	\$ 5,588	\$ 5,984	\$ 6,331
Reserved Public Health			\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Reserved IT & Equipm			\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
Reserved Emergency Reconstru			\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Reserved Capital			\$ 2,084	\$ (424)	\$ (2,636)	\$ (2,313)	\$ (1,979)	\$ (1,633)	\$ (1,275)	\$ (910)	\$ (538)	\$ (159)
Reserved Operational			\$ 4,411	\$ 5,908	\$ 4,764	\$ 4,849	\$ 4,936	\$ 5,024	\$ 5,123	\$ 5,234	\$ 5,359	\$ 5,499
As % of Revenue	112%	73%	42%	41%	40%	42%	45%	48%	51%	54%	56%	
Uncumbered Funds LAIF			\$ 2,366	\$ 5,290	\$ 5,640	\$ 5,857	\$ 5,917	\$ 5,809	\$ 5,537	\$ 5,310	\$ 5,130	\$ 5,015
Assumptions				Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9
Salaries & Wages, w/ indirects				1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.97%	2.17%	2.38%
OPEB Trust funding		3% of Salary & Wages										
Operations				1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.97%	2.17%	2.38%
Capital equipment				1.79%	1.79%	1.79%	1.79%	1.79%	1.79%	1.97%	2.17%	2.38%
Assessed Valuation				4.46%	4.46%	4.46%	4.46%	4.46%	4.46%	2.23%	2.34%	2.46%
Benefit Assessment				0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.15%	0.16%	0.17%
Interest Income		50% of LAIF Bal		0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.25%	0.25%	0.25%
Miscellaneous		2.5% Growth		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	1.00%	1.00%	1.00%

Fixed Asset & One Time Expenditure Requested For FY22 (21/22)

6/7/21

Items	Category	Requested
4WD Truck x 2	Vehicles	105,000
SUV to Replace Sedan	Vehicles	40,000
Right Hand Jeep	Vehicles	41,000
Building Engineering	Intangible - Building Engineering	400,000
Building Remodel	Structures and Improvements	2,500,000
Software Leading Edge - Annual Fee & Enhancements	Intangible - Software	125,000
UAS (Drone)	Heavy Equipment	30,000
Computer Equipment for District Staff	Computer Equipment	15,000
Equipment Trailers	Heavy Equipment	30,000
Fixed Asset - Misc Shop Equipment	Heavy Equipment	14,000
		3,300,000

Vehicles	Requested	Recommend
Vehicles	186,000	186,000
Heavy Equipment	74,000	74,000
Computer Equipment	15,000	15,000
Structures and Improvements	2,500,000	2,500,000
Intangible - Building Engineering	400,000	400,000
Intangible - Software	125,000	125,000
Total	3,300,000	3,300,000

Benefit Assessment Estimate Provided by Francisco & Associates, Inc.

Scenario	Description	FY 2021-22 Estimated Revenue	Change over Base
1	No Increase to Rates	\$ 2,073,724	
2	Increase Rates by COLA	\$ 2,109,392	35,668
3	Increase Rates by COLA +1%	\$ 2,130,130	56,406

Scenario 1 (No Increase to the applied Assessment Rates) - The District has elected not to increase the applied assessment rates since FY 2005-06. The slight annual increases in revenue are due to parcel changes that occur in the County, which on average have resulted in an annual increase of approximately 0.5% over the last 5 years. The amount placed on the FY 2020-21 property tax roll was \$2,063,632. The amount shown for Scenario 1 below reflects the anticipated slight increase due to parcel changes.

Scenario 2 (Increase Assessment Rates by COLA) - The applicable COLA for FY 2021-22 is 1.72%.

Scenario 3 (Increase Assessment Rates by COLA+1%)

Contra Costa Mosquito and Vector Control District
FY21 Budget Year & Initial Proposal for FY 22

(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

ACCOUNT	FY21 As of 5/31/21	FY21 Budget	Initial Proposed FY22	YTD FY21 VS ADOPTED	ADOPTED FY21 VS FY21 \$	Proposed FY22 VS ADOPTED FY21 %	Proposed FY22 VS ADOPTED FY21 \$
Payroll & OT	3,293,464	3,704,085	3,835,140	88.9%	410,621	3.54%	131,055
Retirement	1,303,335	1,303,335	1,357,846	100.0%	-	4.18%	54,511
600120 OASDI	191,756	240,766	249,284	79.6%	49,010	3.54%	8,519
600125 Medicare	45,804	53,709	55,610	85.3%	7,905	3.54%	1,900
Finge Benefits (Health 85%, Dental, Vision, etc)	479,532	646,687	599,415	74.2%	167,155	-7.31%	(47,272)
600160 Unemployment	15,680	34,456	21,168	45.5%	18,776	-38.57%	(13,288)
600150 Disability Ins	10,854	10,092	12,482	107.6%	(763)	23.69%	2,391
Other Post Employment Benefits	-	205,000	215,000	0.0%	205,000	4.88%	10,000
600146 District Paid Health Retiree Cost & Fees	82,611	0	94,741	0.0%	(82,611)	0.00%	94,741
Subtotal Personnel Costs	5,423,036	6,198,130	6,440,686	87.5%	775,094	3.91%	242,556
Professional Services							
500101 Auditing Services	16,799	19,000	19,000	88.4%	2,201	0.00%	-
500102 Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0	0.0%	-	0.00%	-
500103 Building and Grounds Maintenance & Repairs Minor < \$10,000	4,329	29,500	25,000	14.7%	25,171	-15.25%	(4,500)
500104 Consulting - General	27,373	300,000	100,000	9.1%	272,627	-66.67%	(200,000)
500106 Engineers Report	9,100	9,100	10,000	100.0%	-	9.89%	900
500107 Janitorial Services	19,878	31,200	21,500	63.7%	11,322	-31.09%	(9,700)
500108 Labor Consultant IEDA	20,275	10,461	12,000	193.8%	(9,814)	14.71%	1,539
500109 Landscaping Services	5,700	6,500	6,500	87.7%	800	0.00%	-
500110 Legal - Counsel General	16,507	15,000	18,000	110.0%	(1,507)	20.00%	3,000
500111 Legal - Counsel Labor	51,364	55,000	55,000	93.4%	3,636	0.00%	-
500112 Legal - Settlements	34,474	0	0	0.0%	(34,474)	0.00%	-
500113 Medical Services - General	107	300	250	35.7%	193	-16.67%	(50)
500114 Medical Services - Pre-Employment	0	1,200	600	0.0%	1,200	-50.00%	(600)
500115 Permits & Fees	14,942	6,500	15,000	229.9%	(8,442)	130.77%	8,500
500116 Security Service	28,644	36,000	36,000	79.6%	7,356	0.00%	-
500117 Temporary Personnel Office	0	0	0	0.0%	-	0.00%	-
Subtotal Professional Services	249,492	519,761	318,850	48.0%	270,269	(0)	(200,911)
Public Affairs							
501001 Community Event Registration Fees	0	1,500	1,500	0.0%	1,500	0.00%	-
501002 Marketing - Advertisement Online	16,000	18,000	36,000	88.9%	2,000	100.00%	18,000
501003 Marketing - Advertisement Print	31,010	35,000	35,000	88.6%	3,990	0.00%	-
501004 Marketing - Branded Collateral	0	1,000	1,000	0.0%	1,000	0.00%	-
501005 Marketing - Brochures	2,076	5,500	5,500	37.7%	3,424	0.00%	-
501006 Marketing - Business Cards	112	500	500	22.5%	388	0.00%	-
501007 Marketing - Design	970	1,000	1,000	97.0%	30	0.00%	-
501008 Marketing - Displays	15	6,000	6,000	0.2%	5,985	0.00%	-
501009 Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000	0.00%	-
501010 Marketing - Website Development & Maintenance	0	360	500	0.0%	360	38.89%	140
Subtotal Public Affairs	50,183	69,860	88,000	71.8%	19,677	0	18,140
Operation and Facilities							
502000 Aerial Services	4,650	20,000	20,000	23.3%	15,350	0.00%	-
502001 Automotive - Gasoline	41,644	42,000	65,000	99.2%	356	54.76%	23,000
502002 Automotive - Repairs	22,260	40,000	30,000	55.6%	17,740	-25.00%	(10,000)
502003 Automotive - Services	852	15,000	10,000	5.7%	14,148	-33.33%	(5,000)
502004 Automotive - Supplies	6,638	8,000	8,000	83.0%	1,362	0.00%	-
502005 Building & Grounds Materials / Supplies	5,944	10,000	8,500	59.4%	4,057	-15.00%	(1,500)
502006 Building Engineering	0	50,000	400,000	0.0%	50,000	700.00%	350,000
502007 Control Materials - Mosquito Adulticiding	2,783	25,000	10,000	11.1%	22,217	-60.00%	(15,000)
502008 Control Materials - Mosquito Larviciding	38,790	165,000	100,000	23.5%	126,210	-39.39%	(65,000)
502009 Control Materials - Other	21	0	0	0.0%	-	0.00%	-
502010 Control Materials - Vertebrate	5,175	18,000	10,000	28.7%	12,825	-44.44%	(8,000)
502011 Control Materials - Yellowjacket & Bees	367	5,000	2,500	7.3%	4,633	-50.00%	(2,500)
502012 Equipment Rental	0	1,000	1,000	0.0%	1,000	0.00%	-
502013 Equipment Repair	15,097	7,500	20,000	201.3%	(7,597)	166.67%	12,500
502014 Equipment Service	416	7,500	5,000	5.5%	7,084	-33.33%	(2,500)
502015 Equipment Small	5,633	56,733	33,967	9.9%	51,100	-40.13%	(22,767)
502016 Safety & PPE	16,453	25,000	22,900	65.8%	8,547	-8.40%	(2,100)
502017 Safety Boots	998	2,500	1,250	39.9%	1,502	-50.00%	(1,250)
502018 Source Reduction/Wetlands	0	1,000	1,000	0.0%	1,000	0.00%	-
502019 Tools & Instruments	127	2,500	5,000	5.1%	2,373	100.00%	2,500
502020 Uniform Professional Branded Wear	3,047	3,500	4,000	87.1%	453	14.29%	500
502021 Uniform Rental	13,599	16,200	16,500	83.9%	2,601	1.85%	300
502022 Boat Berth Fee	1,040	1,296	2,500	80.2%	256	92.90%	1,204
Subtotal Operation and Facilities	185,535	522,729	777,117	35.5%	337,195	0	254,387
Lab Services							
503001 Aquaculture	2,051	2,200	2,300	93.2%	149	4.55%	100
503002 General Lab Supplies & Materials	973	4,000	4,000	24.3%	3,027	0.00%	-
503003 Insectary	718	1,000	1,000	71.8%	282	0.00%	-
503004 Lab Equipment	37	2,500	6,771	1.5%	2,463	170.83%	4,271
503005 Lab Testing	13,363	15,000	18,000	89.1%	1,637	20.00%	3,000
503006 Pesticide Testing	0	1,500	1,500	0.0%	1,500	0.00%	-
503007 Sentinel Bird	760	2,500	1,000	30.4%	1,740	-60.00%	(1,500)
503008 Surveillance	8,638	10,000	10,850	86.4%	1,362	8.50%	850
Subtotal Lab Services	26,539	38,700	45,421	68.6%	12,161	0	6,721
Information & Technology							
504000 Computer Equipment Supplies < \$100	1,839	2,625	4,000	70.0%	786	52.38%	1,375
504001 Computer Equipment Supplies > \$100 < \$500	5,966	8,000	10,000	74.6%	2,035	25.00%	2,000
504002 Computer Equipment Supplies > \$500	24,813	50,000	15,000	49.6%	25,187	-70.00%	(35,000)
504003 Computer Services	0	0	0	0.0%	-	0.00%	-
504004 GPS Tracking	6,011	7,500	7,200	80.1%	1,489	-4.00%	(300)
504005 I.T Subscriptions	18,660	17,000	29,000	109.8%	(1,660)	70.59%	12,000
504006 Phone	0	8,500	8,500	0.0%	8,500	0.00%	-
504007 Phone Accessories	27	350	1,000	7.8%	323	185.71%	650
504008 Printing Supplies	2,161	1,600	6,500	135.1%	(561)	306.25%	4,900
504009 Software	162,960	200,000	125,000	81.5%	37,040	-37.50%	(75,000)
Subtotal Information & Technology	222,437	295,575	206,200	75.3%	73,138	(0)	(89,375)
General Office Administration							
505000 Assessments & County Fees	340,247	365,000	365,000	93.2%	24,753	0.00%	-
505001 Bond - Interest	0	0	0	0.0%	-	0.00%	-

**Contra Costa Mosquito and Vector Control District
FY21 Budget Year & Initial Proposal for FY 22**

(July 1 2021 - June 30 2022)

Board Packet

92% of the Year
completed

	FY21 As of 5/31/21	FY21 Budget	Initial Proposed FY22	YTD FY21 VS ADOPTED	ADOPTED FY21 VS FY21 \$	Proposed FY22 VS ADOPTED FY21 %	Proposed FY22 VS ADOPTED FY21 \$	
505002 Bond - Principal	0	0	0	0.0%	-	0.00%	-	
505003 District Membership & Subscription Dues	23,754	20,000	25,000	118.8%	(3,754)	25.00%	5,000	
505004 Employee - Development	1,808	6,500	6,500	27.8%	4,692	0.00%	-	
505005 Employee - Lodging	0	10,000	10,000	0.0%	10,000	0.00%	-	
505006 Employee - Meal	849	5,000	5,000	17.0%	4,151	0.00%	-	
505007 Employee - Memberships	757	8,000	10,000	9.5%	7,243	25.00%	2,000	
505008 Employee - Training	18,279	25,000	25,000	73.1%	6,721	0.00%	-	
505009 Employee - Travel	0	10,000	10,000	0.0%	10,000	0.00%	-	
505010 Financial Services Fees	3,097	4,500	4,500	68.8%	1,403	0.00%	-	
505011 Insurance - Auto Physical Damage	2,821	2,821	2,745	100.0%	-	-2.69%	(76)	
505012 Insurance - Crime & Weapons	889	889	1,320	100.0%	-	48.48%	431	
505013 Insurance - General	9,011	9,011	6,936	100.0%	-	-23.03%	(2,075)	
505014 Insurance - Liability	106,534	106,534	133,907	100.0%	-	25.69%	27,373	
505015 Insurance - Property	8,517	8,517	11,729	100.0%	-	37.1%	3,212	
505016 Insurance - UAS	0	0	0	0.0%	-	0.00%	-	
505017 Insurance - Workers Comp	154,412	154,412	184,174	100.0%	-	19.27%	29,762	
505018 Office Furniture	258	15,000	25,000	1.7%	14,742	66.67%	10,000	
505019 Office Keys & Locks	62	1,000	1,000	6.2%	938	0.00%	-	
505020 Office Supplies - General	4,416	5,000	6,000	88.3%	584	20.00%	1,000	
505021 Office Supplies - Janitorial	1,333	3,500	2,500	38.1%	2,167	-28.57%	(1,000)	
505022 Office Supplies - Kitchen	262	3,500	2,500	7.5%	3,238	-28.57%	(1,000)	
505023 Postage	4,292	4,000	4,500	107.3%	(292)	12.50%	500	
505024 Research	0	20,000	20,000	0.0%	20,000	0.00%	-	
505025 Safety Program - Incentive	0	7,500	4,500	0.0%	7,500	-40.00%	(3,000)	
505026 Safety Program - Tangible Materials	0	2,500	2,500	0.0%	2,500	0.00%	-	
505027 Service & Leasing Contracts	2,337	3,000	2,800	77.9%	663	-6.67%	(200)	
505028 Trustee - Expense General	60	2,500	1,000	2.4%	2,440	-60.00%	(1,500)	
505029 Trustee - Lodging	0	5,000	4,500	0.0%	5,000	-10.00%	(500)	
505030 Trustee - Meal	24	1,000	1,000	2.4%	976	0.00%	-	
505031 Trustee - Mileage	0	500	300	0.0%	500	-40.00%	(200)	
505032 Trustee - Training	250	3,500	4,000	7.1%	3,250	14.29%	500	
505033 Trustee - Travel	0	5,000	5,000	0.0%	5,000	0.00%	-	
505034 Uncategorized Expenses	41	0	0	0.0%	(41)	0.00%	-	
505035 Utilities Cell Phone	20,797	28,000	31,200	74.3%	7,203	11.43%	3,200	
505036 Utilities Electric	23,996	30,000	30,000	80.0%	6,004	0.00%	-	
505037 Utilities Garbage	6,526	6,600	7,000	98.9%	74	6.06%	400	
505038 Utilities Gas	8,330	6,500	10,000	128.2%	(1,830)	53.85%	3,500	
505039 Utilities Internet	5,226	4,600	8,000	113.6%	(626)	73.91%	3,400	
505040 Utilities Landline	4,005	5,500	13,200	72.8%	1,495	140.00%	7,700	
505041 Utilities Water	5,221	6,000	6,000	87.0%	779	0.00%	-	
505042 Water - Drinking	2,185	2,320	2,600	94.2%	135	12.07%	280	
505043 Utilities Sewer:General	1,402	1,600	2,200	87.6%	198	37.50%	600	
505044 Employment Advertisements	0	500	1,200	0.0%	500	140.00%	700	
Subtotal General Office Administration	761,997	910,304	1,000,311	83.7%	148,307	0	90,007	
Capital								
Land								
700101 Structures and Improvements	0	52,500	2,500,000	**	0.0%	52,500	4661.90%	2,447,500
700102 Vehicles	157,121	169,300	186,000	92.8%	12,179	9.86%	16,700	
700103 Heavy Equipment	0	45,000	74,000	0.0%	45,000	64.44%	29,000	
Subtotal Capital	157,121	266,800	2,760,000	58.9%	109,679	9	2,493,200	
Total Expenditures	7,076,339	8,821,859	11,636,584			0	2,814,725	
Revenues								
Property Taxes	5,868,093	5,906,350	6,538,745	99.4%	38,257	10.71%	632,394	
400155 Benefit Assessment	1,959,886	2,056,499	2,073,724	95.3%	96,613	0.84%	17,225	
400160 Contract Billing	27,459	50,000	50,000	54.9%	22,541	0.00%	-	
400100 Interest Income (LAIF)	41,265	160,000	51,265	25.8%	118,735	-67.96%	(108,735)	
400170 Medical Reimbursement (PARS)	0	35,000	82,000	0.0%	35,000	134.29%	47,000	
400185 Fixed Asset Disposal	29,640	30,000	30,600	98.8%	360	2.00%	600	
Miscellaneous	90,376	65,000	66,300	139.0%	(25,376)	2.00%	1,300	
400205 Grant Funds General	0	-	-	0.0%	-	0.00%	-	
Subtotal Revenue	8,016,720	8,302,849	8,892,634	96.6%	286,130	0	589,785	
Estimate Ending Balance	940,381	-519,010	-2,743,950					

Designated Reserves POLICY FY 21 (July 20 - Jun 21)	
Bond Reserve	-
Public Health Emergency	2,500,000
Capital Improvement	2,084,094
Emergency Reconstruction Response	500,000
Operations	2,953,175
Vehicle & Equipment Replacement	150,000
IT Equipment Replacement	200,000
Total	8,387,269

The capital improvement is finalized as the Audit was approved in the January 2021 Board meeting

** Using Estimate \$2.5M to start paying for process

Contra Costa Mosquito and Vector Control District
Investment Policy

Overview

The purpose of the Investment Policy (Policy) is to establish cash management and investment guidelines of the Contra Costa Mosquito and Vector Control District (the “District”) for funds not required for immediate disbursement or use. The District will manage funds in accordance with applicable sections of California Government Code as stated herein. All portfolio activities will be judged by the standards of the Policy and its ranking of investment objectives. This policy is to be accountable and auditable.

Exclusions:

The regulation codified in this chapter does not apply to the investment of the District's Other Post-Employment Benefits (OPEB) Trust funds.

Purpose/Objectives

The purpose of the Policy is to establish guidelines for investment of all cash reserves.

The objectives of the District's investments are first to provide for the safety and security of all funds; second, to provide sufficient liquidity to meet the District's cash requirements at all times; and third, to maximize yield in a diversified manner to the extent allowable by law.

Investments’ Compliance with the Law

The investment and deposit of funds of the District and the sale of bonds, notes and other evidence of indebtedness shall be in accordance with all applicable law, generally including, without limitation, California Government Code sections 53600 - 53692. California Government Code section 53601 provides specific authority for investments that may be made by the District.

Authority to Invest

The Board of Trustees, acting in its capacity as a fiduciary and Government Code section 53607, delegates the management and control of the District’s investments to the General Manager and the Administrative Services Manager, who shall be responsible for the investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing of the public funds placed under their control. The General Manager / Administrative Services Manager shall thereafter make all reports required by law to the Board of Trustees and maintain written procedures for the operation of the investment program. The General Manager / Administrative Services Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the assignments to and activities of subordinates. The General Manager / Administrative Services Manager, with the approval of the Board of Trustees, may engage an investment advisor to assist with the District’s investment program. As authorized by the General Manager / Administrative Services Manager, the investment advisor will have responsibility for managing designated funds and executing day-to-day investment transactions. The investment advisor shall follow this investment policy and such other written instructions as are provided.

Investment Guidelines- Deposit of Funds

Prudence:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the General Manager and Administrative Services Manager, in accordance with the authority delegated above, shall act with the care, skill, prudence and diligence under the circumstances then prevailing,

that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal of the funds under their control and to maintain the liquidity needs of the District. (Government Code Section 53600.3 and 53600.5)

Qualified Institutions:

In selecting depositories, the solvency and credit worthiness of each shall be considered and a review of credit characteristics and financial history will be performed. Annually, the District will review all financial institutions doing business with the District and review their most recent report on their financial condition. If it is a publicly traded entity, the District will look at its credit worthiness using two independent firm ratings. To the extent possible, the District will deposit funds with institutions having offices within the territory of the District, subject to providing for the safety, liquidity, and yield of the deposited funds consistent with this Policy. Securities dealers and investment brokers utilized by the District must be members of a federally regulated securities exchange. If an investment advisor is authorized to conduct investment transactions on the District's behalf, the investment advisor may use their own list of approved broker/ dealers and financial institutions for investment purposes.

Collateralization:

For deposit accounts in banks and savings and loans associations, amounts in excess of Federal Deposit Insurance Corporation (FDIC) maximums shall be collateralized in accordance with California Government Code Sections 53630 et seq.

Investment Instruments:

To diversify the District's investment portfolio to ensure maximum safety of District funds, the District may invest in the instruments below. For those which are limited to a percent of the portfolio, the percentage limits apply as of the date that the investment was purchased.

- Collateralized certificates of deposit and accounts in banks and savings and loan associations and limited to twenty percent of the District's investment cash flow portfolio.
- United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Federal agency or United States government-sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or GSE.
- Repurchase agreements collateralized by U.S. Treasury or federal agency/GSE securities with a maximum agreement term of three hundred sixty five days and limited to ten percent of the District's investment cash flow portfolio.
- Commercial paper of the highest quality rated "A1," or its equivalent, with a maximum maturity of three hundred sixty five days and limited to five percent of the District's investment portfolio. No more than ten percent of the entire commercial paper allocation of the portfolio may be invested in any single corporate issue (I.E minimum of 10 investments in commercial paper).
- Medium term notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, rated in a rating category of "A" or its equivalent or better, with a maximum maturity of five years and limited to twenty percent of the District's investment cash flow portfolio. No more than ten percent of the portfolio may be invested in any single corporate issue.

- Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank. Purchases are limited to issuers with a short-term debt rating of "A-1" or its equivalent, or a long-term debt rated in a rating category of at least "A" or its equivalent or better with a maximum maturity of five years; and no more than twenty percent of the District's investment cash flow. No more than ten percent of the portfolio may be invested in any single financial institution.
- State of California Local Agency Investment Fund.
- California Asset Management Program.
- PARS or CalPers Investments.
- Other Agencies that work with state and local municipalities once approved by the board.
- Money market funds registered with the Securities and Exchange Commission that invest majority in U.S. Treasuries and federal agency/GSE obligations and repurchase agreements relating to such obligations and limited to twenty percent of the District's investment cash flow.

Maturity Scheduling:

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs. Where no maturity limit is stated in this Policy, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Trustees has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Trustees no less than three months prior to the investment. Investments shall be made with the intent of holding them to maturity. This policy recognizes that in a diversified portfolio, investments may be sold prior to maturity provided that such sales are consistent with the District's overall investment objectives.

Investment Rating Changes:

Should an investment subject to minimum acceptable ratings fall below that minimum rating prior to maturity, parameter shall be obtained from the Board of Trustees to establish the conditions under which that investment would be sold prior to maturity. The intent of the parameter would be to preserve the investment's original principal.

Annual Review of District Investment Policy and Compliance / Controls

The Budget Committee is responsible for reviewing the Investment Policy annually and for recommending approval or policy changes to the full Board of Trustees at a subsequent Board meeting.

Management will provide the Board of Trustees investment statements and accounting of cash flow in all accounts at each Board meeting (Bi-Monthly). The Administrative Services Manager will be the primary individual responsible for monitoring cash balances and monitoring of investment transactions. Reporting will be done by a member of the Administration staff other than the manager, enabling a check and balance control method. In addition, the District will annually seek and receive a third party review of all investment activities from an independent professional auditing firm.

Adopted: _____

Revised: _____