



*Serving Public Health Since 1928*

**Coachella Valley Mosquito and Vector Control District**

**43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | cvmosquito.org**

**Board of Trustees Meeting**

**Tuesday, June 13, 2023**

**6:00 p.m.**

**AGENDA**

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The Board of Trustees will take action on all items on the agenda.

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Materials related to an agenda item that are submitted to the Board of Trustees after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

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This meeting will be conducted by video and/or teleconference as well as in person at the District office located at the address listed above. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), meeting ID: [843 9979 0919](https://us02web.zoom.us/j/84399790919), or click this link to join: <https://us02web.zoom.us/j/84399790919>.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please contact the Clerk of the Board at (760) 342-8287 at least 48 hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. The District will attempt to accommodate you in every reasonable manner.

**Before entering the District's facilities, we request that you self-screen for COVID-19 symptoms. We want to work together to help limit the spread of COVID-19.**

**1. Call to Order – John Peña, President**

**A. Roll Call**

**2. Pledge of Allegiance**

**3. Confirmation of Agenda**

**4. Public Comments**

Members of the public may provide comments in person or remotely at the time of the meeting as set forth in the agenda. Public comments may also be sent by E-mail to the Clerk of the Board by 1:30 p.m. on June 13, 2023, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org). E-mails received prior to 1:30 p.m. on the day of the Board meeting will be made part of the record and distributed to the Board. This method is encouraged as it gives the Board of Trustees the opportunity to reflect upon your input. E-mails will not be read at the meeting.

**A. PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

**B. PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

**5. Announcements, Presentations, and Written Communications — None**

**6. Items of General Consent**

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

**A. Minutes for May 9, 2023, Budget Workshop and May 9, 2023, Board Meeting (Pg. 7)**

**B. Approval of expenditures for May 6, 2023, to June 8, 2023 (Pg. 16)**



C. Approval of Resolution 2023-07 authorizing attendance at Professional Development Conferences and Meetings by members of the Board of Trustees and Employees of the District for Fiscal Years 2023-2024 — **Jeremy Wittie, M.S., CSDM, General Manager (Pg. 17)**

D. Informational Items:

- Financials — **David l'Anson, Administrative Finance Manager (Pg. 26)**
- Quarterly Department Reports: Human Resources; Operations; Information Technology; Fleet Services; Laboratory & Surveillance Control; and Public Outreach **(Pg. 41)**
- Important Budget Meeting Dates — **Finance Committee (Pg. 60)**
- Mosquito and Vector Control Association of California (MVCAC) Bill Status Report as of May 6, 2023 **(Pg. 61)**
- Government Social Media Conference, May 1-4, 2023, Reno, Nevada — **Luz Moncada, Community Liaison, Fernando Gutierrez, Community Liaison (Pg. 71)**
- National Association of Government Communicators Conference, April 18-20, 2023, Portland, Oregon — **Tammy Gordon, MA, APR, MPIO, Public Information Manager (Pg. 72)**
- Managing the message; Crisis Communication Workshop and Exercise, May 23-26, 2023, Portland Oregon — **Tammy Gordon, MA, APR, MPIO, Public Information Manager (Pg. 73)**
- Intermediate Public Information Officer Training, May 16-19, 2023, Visalia, CA — **Luz Moncada, Community Liaison (Pg. 74)**

## **7. Business Session**

A. Old Business — **None**

B. New Business

- i. Discussion and/or approval of Resolution 2023-08 adopting the Fiscal Year 2023-2024 Budget — **Jeremy Wittie, M.S., CSDM, General Manager and David l'Anson, Administrative Finance Manager (Pg. 76)**
- ii. Discussion and/or approval of Resolution 2023-09 intention to levy assessments for Fiscal year 2023-2024, preliminary approval of the engineer's report, and providing for notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment — **David l'Anson, Administrative Finance Manager (Pg. 106)**

- iii. Upon the approval of the 2023-24 Budget: Discussion and/or approval to purchase chemical control products in an amount not to exceed \$687,016.00 from funds 7800.01.500.028, Field Chemical Control — **Budgeted, Funds Available** — **Greg Alvarado, Operations Program Coordinator (Pg. 133)**
- iv. Upon the approval of the 2023-24 Budget: Discussion and/or approval to enter into an agreement with Client First Technology Consulting in an amount not to exceed \$37,980 from funds 6095.01.210, Professional Fees — **Budgeted, Funds Available** — **Jeremy Wittie, M.S., CSDM, General Manager (Pg. 135)**
- v. Discussion and/or approval to enter into an agreement with C.J. Brown & Company CPAs for the Professional Auditing Services for Coachella Valley Mosquito and Vector Control District — **David I'Anson, Administrative Finance Manager (Pg. 190)**

## **8. Committee and Trustee Reports**

### **A. Executive Committee — John Peña, Board President**

Executive Committee oral report

### **B. Finance Committee — Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from March 14, 2023, April 11, 2023, May 2, 2023 **(Pg. 218)**

### **C. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions**

*The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.*

## **9. Reports**

### **A. General Manager**

- i. General Manager's Report and Arbovirus Risk and Response update — **Jeremy Wittie, M.S., CSDM, General Manager**

### **B. General Counsel**

***Questions and/or comments from Trustees regarding the reports***

**10. Closed Session**

**Closed Session (s):** None

**11. Adjournment**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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**Certification of Posting**

I certify that on June 9, 2023, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District’s website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on June 9, 2023

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Melissa Tallion, Clerk of the Board



*Serving Public Health Since 1928*

# **ITEMS OF GENERAL CONSENT**

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Budget Workshop Minutes

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**MEETING TIME:** 4:30 p.m., Tuesday, May 9, 2023

**LOCATION:** 43420 Trader Place, Indio, CA 92201

### TRUSTEES PRESENT

PRESIDENT: John Peña	La Quinta
SECRETARY: Dr. Doug Kunz	Palm Springs
TREASURER: Clive Weightman	Indian Wells
Frank Figueroa	Coachella
Nancy Ross	Cathedral City

### TRUSTEES ABSENT

VICE PRESIDENT: Benjamin Guitron	Indio
Steve Downs	Rancho Mirage
Gary Gardner	Desert Hot Springs
Bito Larson	County at Large
Janell Percy	County at Large
Doug Walker	Palm Desert

### STAFF AND GENERAL COUNSEL PRESENT

Jeremy Wittie, General Manager  
Crystal Moreno, Human Resources Manager  
David l'Anson, Administrative Finance Manager  
Edward Prendez, Information Technology Manager  
Jennifer Henke, Laboratory Manager  
Tammy Gordon, Public Information Manager  
Melissa Tallion, Executive Assistant/Clerk of the Board

### MEMBERS OF THE PUBLIC PRESENT

None

#### 1. Call to Order

*President Peña called the meeting to order at 4:30 p.m.*

##### A. Roll Call

*At roll call five (5) out of eleven (11) Trustees were present.*

#### 2. Confirmation of Agenda

*President Peña inquired if there were any agenda items to be shifted. Upon no objections by the Board of Trustees, the agenda was confirmed.*

**3. Public Comments**

*None*

**4. Overview/Discussion of the DRAFT FY 2023-2024 Budget** — Clive Weightman, Treasurer, David l'Anson, Administrative Finance Manager, and Jeremy Wittie, M.S., CSDM, General Manager

*Treasurer Weightman on behalf of the Finance Committee thanked David and the Managers for meeting the schedule with a detailed first draft. The first draft was reviewed on April 11, 2023. Reviewed the Operations and Reserve Fund figures with several follow-up actions placed on Jeremy and David. Reviewed three special items in the first draft. Paying into California Employer's Pension Prefunding Trust (CEPPT), Enacting the "Golden Handshake" provisions in CalPERS, and funding the Sterile Insect Technique (SIT) project. The Finance Committee reviewed the second draft on May 2, 2023. Jennifer Henke, Laboratory Manager gave a presentation on Sterile Insect Technique (SIT). The second draft of the budget was endorsed by the Finance Committee except for SIT. A workshop is needed to look into this further. Jeremy and David gave an overview of the draft budget which included organizational changes, Capital Reserves forecast, and departmental expenditures.*

**5. Trustee/Staff Comment**

*None*

**6. Adjournment**

*President Peña adjourned the meeting at 5:32 p.m.*

# COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT

## Board of Trustees Meeting Summary of Action Items and Future Tasks May 9, 2023

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### Board Actions

- ❖ The Board of Trustees approved Resolution 2023-06 Adopting Employee Pay Schedule in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571.
- ❖ The Board of Trustees approved Resolution 2023-04 Adopting the CVMVCD Invasive Mosquito Species Response Plan.
- ❖ The Board of Trustees approved Resolution 2023-05 Adopting the 2023 CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan.
- ❖ The Board of Trustees approved amending the Slovak Baron Empey Murphy & Pinkney (SBEMP) Agreement

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Board of Trustees Meeting  
Minutes**

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**MEETING TIME:** 6:00 p.m., Tuesday, May 9, 2023

**LOCATION:** 43420 Trader Place, Indio, CA 92201

**TRUSTEES PRESENT**

PRESIDENT: John Peña	La Quinta
VICE PRESIDENT: Benjamin Guitron	Indio ( <i>joined after roll call</i> )
SECRETARY: Dr. Doug Kunz	Palm Springs
TREASURER: Clive Weightman	Indian Wells
Frank Figueroa	Coachella
Gary Gardner	Desert Hot Springs
Nancy Ross	Cathedral City

**TRUSTEES ABSENT**

Steve Downs	Rancho Mirage
Bito Larson	County at Large
Janell Percy	County at Large
Doug Walker	Palm Desert

**STAFF AND GENERAL COUNSEL PRESENT**

Jeremy Wittie, General Manager  
Bruce Bauer, Legal Counsel, SBEMP  
Crystal Moreno, Human Resources Manager  
David l'Anson, Administrative Finance Manager  
Edward Prendez, Information Technology Manager  
Jennifer Henke, Laboratory Manager  
Tammy Gordon, Public Information Manager  
Greg Alvarado, Operations Program Coordinator  
Melissa Tallion, Executive Assistant/Clerk of the Board

Other staff members joined the meeting as well

**MEMBERS OF THE PUBLIC PRESENT**

Denise Delgado, Former Trustee



**1. Call to Order –**

*President Peña called the meeting to order at 6:04 p.m.*

**A. Roll Call**

*At roll call six (6) of the eleven (11) Trustees were present.*

**2. Pledge of Allegiance**

*President Peña led the Pledge of Allegiance.*

**3. Confirmation of Agenda**

*President Peña inquired if there were any agenda items to be shifted. Upon no objections by the Board of Trustees, the agenda was confirmed.*

**4. Public Comments**

*None*

**5. Announcements, Presentations, and Written Communications**

**A. Board of Trustees Service Recognition Awards — John Peña, Board President**

*President Peña along with General Manager Jeremy Wittie presented former Trustees Rita Lamb and Denise Delgado with their mosquito plaques and thanked them for their service. Rita Lamb's award was accepted by Trustee Nancy Ross. President Peña along with General Manager Jeremy Wittie presented former President Benjamin Guitron with his plaque and thanked him for his service as President.*

**6. Items of General Consent**

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

A. Minutes for March 14, 2023, Board Meeting

B. Approval of expenditures for March 9, 2023, to May 5, 2023

C. Informational Items:

- Financials — **David I'Anson, Administrative Finance Manager**
- Important Budget Meeting Dates — **Finance Committee**
- Pacific Southwest Center of Excellence in Vector-Borne Diseases Annual Progress and Planning Meeting, April 5-7, 2023, Davis, CA — **Kim Hung, Vector Ecologist**
- Entomological Society of America (ESA) Pacific Branch, April 2-5, 2023, Seattle, WA — **Jennifer A. Henke, M.S., Laboratory Manager**
- The 18<sup>th</sup> Arbovirus Surveillance and Mosquito Control Workshop in Conjunction with Equipment/Technology Demonstration, March 28-30, 2023, Seattle, WA — **Jennifer A. Henke, M.S., Laboratory Manager**
- Liebert Cassidy Whitmore Conference, March 16-17, 2023, San Diego, CA. — **Grace Morales, Human Resources Specialist**

- 2023 Special District Risk Management Authority (SDRMA) Spring Education Day, March 22, 2023, Sacramento, CA — **Crystal Moreno, M.S., Human Resources Manager**
- Mosquito and Vector Control Association of California (MVCAC) Legislative Day and Spring Meetings, March 20-22, 2023
- Mosquito and Vector Control Association of California (MVCAC) Bill Status Report as of 4/28/23
- California Legislature Assembly Certificate of Recognition
- Riverside County Office of Education Certificate of Recognition

*On a motion from Trustee Ross, seconded by Trustee Kunz, and passed by the following votes, the Board of Trustees approved all items of General Consent.*

*Ayes: President Peña, Trustees Figueroa, Gardner, Kunz, Ross, Weightman*

*Abstained: None*

*Noes: None*

*Absent: Trustees Downs, Guitron, Larson, Percy, Walker*

## **7. Business Session**

### **A. Old Business**

- Discussion and/or approval of Resolution 2023-06 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571 — **Crystal Moreno, M.S. Human Resources Manager**  
*Crystal Moreno introduced this item and provided an overview of the Resolution.*

*On a motion from Trustee Figueroa, seconded by Trustee Weightman, and passed by the following votes, the Board of Trustees approved Resolution 2023-06 Adopting Employee Pay Schedule, in conformance with California Code of Regulations, Title 2, Sections 570.5 and 571.*

*Ayes: President Peña, Trustees Figueroa, Gardner, Kunz, Ross, Weightman*

*Abstained: None*

*Noes: None*

*Absent: Trustees Downs, Guitron, Larson, Percy, Walker*

### **B. New Business**

- Discussion regarding the Budget Workshop held before the Board meeting — **Clive Weightman, Treasurer, and Jeremy Wittie, M.S., CSDM, General Manager**  
*Treasurer Weightman shared information regarding the Budget Workshop held before the Board meeting to review the Draft FY 2023-2024 budget. It was the third review by the Finance Committee after a series of interactions and a thorough analysis. The Finance*

*Committee would like to give the Board an opportunity for a full discussion regarding the Sterile Insect Technique budget item. A workshop will be scheduled to discuss, in detail, the Sterile Insect Technique budget item. Jeremy Wittie said he would gladly meet with any of the Trustees who may have questions about the budget.*

- ii. Discussion and/or approval of Resolution 2023-04 and adoption of the CVMVCD Invasive Mosquito Species Response Plan — **Jennifer A. Henke, M.S., Laboratory Manager**

*Jennifer Henke introduced this item, provided an overview of the Resolution, and gave a presentation.*

*On a motion from Trustee Kunz, seconded by Trustee Weightman, and passed by the following votes, the Board of Trustees approved Resolution 2023-04 and the adoption of the CVMVCD Invasive Mosquito Species Response Plan.*

*Ayes: President Peña, Trustees Figueroa, Gardner, Kunz, Ross, Weightman*

*Abstained: None*

*Noes: None*

*Absent: Trustees Downs, Guitron, Larson, Percy, Walker*

- iii. Discussion and/or approval of Resolution 2023-05 and adoption of the 2023 CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan — **Jennifer A. Henke, M.S., Laboratory Manager**

*Jennifer Henke introduced this item, provided an overview of the Resolution, and gave a presentation.*

*On a motion from Trustee Gardner, seconded by Trustee Weightman, and passed by the following votes, the Board of Trustees approved Resolution 2023-05 and the adoption of the 2023 CVMVCD Mosquito-borne Virus Surveillance and Emergency Response Plan.*

*Ayes: President Peña, Trustees Figueroa, Gardner, Kunz, Ross, Weightman*

*Abstained: None*

*Noes: None*

*Absent: Trustees Downs, Guitron, Larson, Percy, Walker*

- iv. Discussion and/ or approval to amend the Slovak Baron Empey Murphy & Pinkney (SBEMP) Agreement — **Jeremy Wittie, M.S., CSDM, General Manager**

*Legal Counsel Bruce Bauer recused himself. Jeremy Wittie introduced this item and provided an overview of the current and proposed agreement.*

On a motion from Trustee Gardner, seconded by Trustee Figueroa, and passed by the following votes, the Board of Trustees approved the amendment of the Slovak Baron Empey Murphy & Pinkney (SBEMP) Agreement.

Ayes: President Peña, Trustees Figueroa, Gardner, Kunz, Ross, Weightman

Abstained: None

Noes: None

Absent: Trustees Downs, Guitron, Larson, Percy, Walker

## 8. Committee and Trustee Reports

### A. Executive Committee — **John Peña, Board President**

Executive Committee oral report and Executive Committee minutes from April 21, 2023

*President Peña stated that the 2023 ad hoc Research Committee needed to be appointed. In 2022 the committee was comprised of Trustees Kunz, Percy, and Walker. President Peña inquired if there were any other Trustees interested in joining. Hearing none the 2023 Ad Hoc Research Committee was appointed with the same Trustees as 2022.*

### B. Finance Committee — **Clive Weightman, Board Treasurer**

Finance Committee oral report and Finance Committee minutes from March 14, 2023, April 11, 2023, and May 2, 2023

*Treasurer Weightman said that the Finance Committee scheduled for May 9<sup>th</sup> was canceled due to lack of quorum. Treasurer Weightman went over the General Fund Operations Cash Flow Chart noting that the District is running favorably.*

### C. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions

*Trustee Figueroa wanted to thank the Outreach staff for their hard work at community events, especially in Coachella. President Peña thanked District staff for taking care of an issue in La Quinta.*

## 9. Reports

### A. General Manager

#### i. General Manager's Presentation

*Jeremy Wittie, General Manager covered the following areas during his presentation: Updates to the MVCAC Spring Meeting and LEG day, District facilities projects and updates, a tentative Special Districts Association of Riverside County luncheon with Supervisor Perez, and his attendance at a US Navy and SDVC meeting.*

### B. Staff

#### i. Arborvirus Risk and Response Update (as necessary) — **Jennifer A. Henke, MS, Laboratory Manager, Edward Prendez, Interim Operations Manager, Tammy Gordon, MA, APR, MPIO, Public Information Manager**

*Nothing to present.*

C. General Counsel  
*No comments*

**10. Closed Session**

**Closed Session (s):** None

**11. Adjournment**

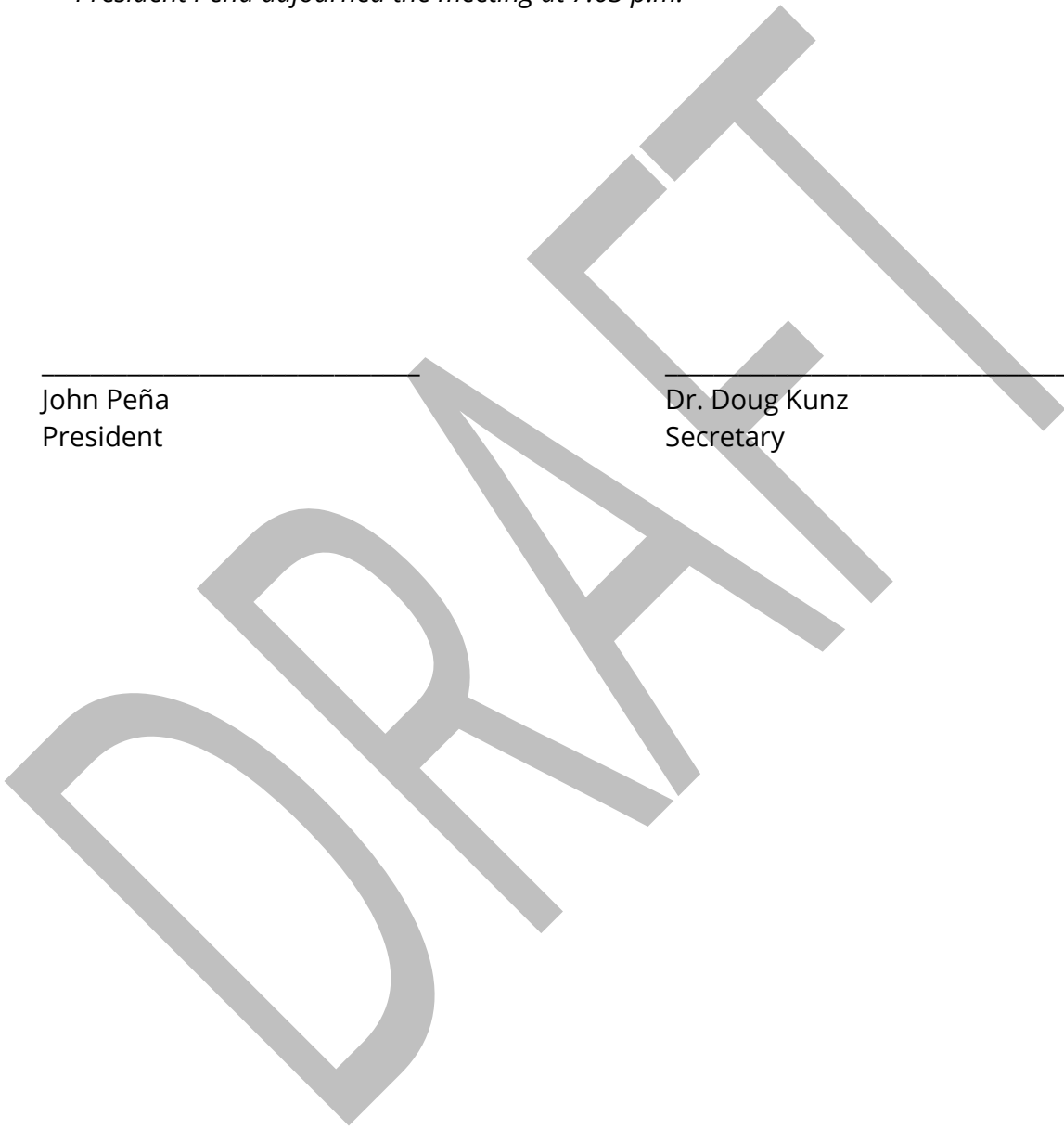
*President Peña adjourned the meeting at 7:03 p.m.*

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John Peña  
President

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Dr. Doug Kunz  
Secretary



**Coachella Valley Mosquito and Vector Control District**

Checks Issued for the Period of:

May 6 - June 8, 2023

Check No	Payable To	Description	Check Amount	Total Amount
	Payroll Disbursement	May 12, 2023	219,271.61	
	Payroll Disbursement	May 26, 2023	221,804.21	
				<b>441,075.82</b>
<b>Pre-Approved Expenditures Utilities/Benefits:</b>				
44627	MissionSquare (Plan# 302318)	Deferred Compensation 07/22/2022PP - Replacement Check	23,112.50	
44632	Imperial Irrigation District	Utilities - Electricity April 2023	1,382.13	
44633	Imperial Irrigation Dist-Lab Acct	Utilities - Electricity April 2023	3,571.28	
44636	Burrtec Waste & Recycling Svcs.	Utilities - Waste Pickup June 2023	454.56	
44637	CalPERS Healthcare Acct	June 2023 Healthcare	94,453.77	
44638	CalPERS - Retirement Acct	Retirement Contributions: 04/28/23PP, 5/12/23PP, 5/26/23PP	100,747.83	
44639	MissionSquare (Plan# 302318)	Deferred Compensation Contributions: 04/28/2023PP, 5/12/23PP, 5/26/23PP	38,021.16	
44640	Imperial Irrigation District	Utilities - Electricity May 2023	2,252.54	
44641	Imperial Irrigation Dist-Lab Acct	Utilities - Electricity May 2023	4,976.71	
44642	Indio Water Authority	Utilities - Water Usage April 2023	779.23	
44643	Principal Life Insurance Co.	Cafeteria Plan - June 2023	12,910.31	
44669	CalPERS-OPEB Contributions	Retiree Healthcare Prefunding	312,420.00	
44670	SoCalGas	Utilities - Natural Gas Usage May 2023	133.46	
				<b>595,215.48</b>
<b>Pre-Approved Expenditures less than \$10,000.00:</b>				
44625	Denise Delgado	Replacement Check Trustee Stipend	183.10	
44626	Jennifer Henke	MVCAC Committee Planning Meeting	1,616.98	
44628	Advance Imaging Systems	Contract Services	293.95	
44630	Cintas Corporation #3	Uniform Expense	4,255.45	
44631	Armando Gaspar	Professional Development	128.38	
44634	NAPA Auto & Truck Parts	Equipment Parts & Supplies	1,838.63	
44635	Pitney Bowes Purchase Power	Contract Services	62.02	
44644	Abila	Cloud Computing Services	943.77	
44645	Advance Imaging Systems	Contract Services	110.22	
44646	Airgas USA, LLC	Lab Supplies	2,341.27	
44647	American Engraving Co.	Reproduction and Printing	1,235.81	
44648	CarQuest Auto Parts	Vehicle Parts & Supplies	381.16	
44649	CleanExcel	Janitorial Services	4,192.00	
44650	Cove Electric, Inc.	Capital Outlay	4,910.62	
44651	C&R Wellness Works LLC dba Wellness Works	Employee Assistance Services	297.00	
44652	CSI Ceia Security International	Security Patrol Services	1,547.00	
44653	Desert Alarm, Inc.	Burglar & Fire Alarm Monitoring Services	1,019.70	
44654	Dudek & Associates	Civil Engineering Parcel Project	4,300.52	
44655	Holt Architects, Inc.	Architectural Services	4,625.00	
44656	Hypertec USA Inc	Cloud Computing Services	76.02	
44657	Indio Emergency Medical Group	Physician Fees	110.00	
44658	Jernigan's Sporting Goods, Inc.	Safety Expense	505.24	
44659	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	304.02	
44660	Linde Gas & Equipment Inc.	Cylinder Rentals	128.57	
44661	NAPA Auto & Truck Parts	Vehicle Parts & Supplies	443.65	
44662	Puretec Industrial Water	Equipment Parts & Supplies	350.98	
44663	Refrigeration Supplies Distributor	Repair & Maintenance	82.97	
44664	Rivco Mechanical Services, Inc.	Repair & Maintenance	375.00	
44665	Slovak Baron Empey Murphey & Pinkney LLP	Attorney Fees	4,000.00	
44666	SC Commercial LLC dba SC Fuels	Motor, Fuel, Oil	6,888.06	
44667	Veolia ES Technical Solutions, LLC	Lab Supplies and Expense	235.91	
44668	Verizon Wireless	IT Communications	3,036.40	
44671	Advance Imaging Systems	Contract Services	230.70	
44673	Airgas USA, LLC	Lab Supplies	1,186.94	
44674	Alpha Media LLC	Advertising	3,000.00	
44675	Cintas Corporation #3	Uniform Expense	2,820.19	
44676	C&R Wellness Works LLC dba Wellness Works	Employee Assistance Services	310.50	
44677	Desert Electric Supply	Building & Grounds Maintenance	12.02	
44678	Employee Relations Inc.	Recruitment/Advertising	417.97	
44679	Frontier Communications-Internet	Contract Services	445.98	
44680	Frontier Communications-Toll/POTS	IT Communications	182.79	
44681	Gulf California Broadcast Company	Advertising	7,000.00	
44682	Jennifer Henke	MVCAC Committee Assignments	2,485.45	
44683	Indio Emergency Medical Group	Physician Fees	330.00	
44684	Inova Holding III, LLC dba Inova Payroll of Southern CA LLC	HRIS Services for: May 2023	498.71	
44685	Interstate All Battery Center	Buildings & Grounds Maintenance	416.60	
44686	Jernigan's Sporting Goods, Inc.	Safety Expense	195.74	
44687	Izzy Motors Inc. dba La Quinta Chevrolet	Vehicle Parts & Supplies	1,906.98	
44688	Marlin Leasing Corporation	Contract Services	705.79	
44689	Quench USA Inc.	Employee Support	106.60	
44690	Refrigeration Supplies Distributor	Repair & Maintenance	29.81	
44691	RM Broadcasting LLC	Advertising	3,000.00	
44692	SC Commercial LLC dba SC Fuels	Motor, Fuel, Oil	5,410.74	
44693	Veolia ES Technical Solutions, LLC	Lab Supplies and Expense	235.68	
44694	Valley Lock & Safe	Repair & Maintenance	184.88	
<b>Cash - California Bank &amp; Trust Checking</b>				<b>81,933.47</b>
<b>Cash - California Bank &amp; Trust Checking</b>				
44672	TeamBuilders, Inc.	Aerial Services	20,940.44	
44695	US Bank	May CalCard Statement	121,617.14	
<b>Cash - California Bank &amp; Trust Check Run Total to be Approved</b>				<b>142,557.58</b>
<b>Total Expenditures: May 6 - June 8, 2023</b>				<b>1,260,782.35</b>

John Pena, President

Clive Weightman, Treasurer

16 Dr. Kunz, Secretary signing for Clive Weightman, Treasurer



**Coachella Valley Mosquito and  
Vector Control District**

**June 13, 2023**

**Staff Report**

**Agenda Item:** Items of General Consent

Approval of Resolution 2023-07 authorizing attendance at Professional Development Conferences and Meetings by members of the Board of Trustees and Employees of the District for Fiscal Years 2023-2024 — **Jeremy Wittie, M.S., CSDM, General Manager**

**Background:**

In 2009, an ad hoc travel committee comprised of the Board of Trustees directed staff to develop a travel resolution for Board adoption of the types of travel by Board members and employees to be authorized on an as-needed basis. Resolution 2009-05, Authorizing Attendance of Professional Development Conferences and Meetings by Members of the Board of Trustees and Employees of the District for Fiscal Year 2009-2010 was approved at the May 2009 Board Meeting and accomplished this purpose.

Resolution 2023-07 would authorize attendance at conferences and meetings for Fiscal Year 2023-2024. Schedule "A" of Resolution 2023-07 contains a list of professional conferences and meetings that staff and/or Board members would be authorized to attend, based on need, between July 1, 2023, and June 30, 2024, and also designates which staff and Board members would be authorized to attend each conference or meeting.

Resolution 2023-07 would also limit Board members to a maximum of two (2) conferences or meetings that involve overnight travel and would limit staff to a maximum of two (2) conferences or meetings per function performed by the employee. An exception to this limitation would be made for meetings and conferences where it is necessary to carry out a committee assignment for the Mosquito and Vector Control Association of California.

**Staff Recommendation:**

- Staff recommends that the Board approve Resolution 2023-07

**Exhibits:**

- Resolution 2023-07
- 2023-2024 Professional Development Conferences & Meetings

**Strategic Business Plan Alignment:**

**OBJECTIVE 2.3 Provide opportunities for employees looking to grow into promotions.**

**WP 2.3.1** Provide career planning and training for employees looking to support their professional and career development. (HR Manager, 2023)

**RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING ATTENDANCE AT PROFESSIONAL DEVELOPMENT CONFERENCES AND MEETINGS BY MEMBERS OF THE BOARD OF TRUSTEES AND EMPLOYEES OF THE DISTRICT FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) is a political subdivision of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 *et. seq.*, and is also a “local agency” within the meaning of Section 53600 of the California Government Code; and

**WHEREAS**, pursuant to Health and Safety Code Section 2051 and the District's adopted Travel and Expense Policy, the Board of Trustees (“Board”) of the District may authorize members of the Board and District employees to attend professional, educational, or vocational meetings, and cause the District to pay their actual and necessary traveling expenses while on official business.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct.

**Section 2. Authorization and Approval for Attendance.**

Subject to Section 3 hereof, the Board hereby authorizes and approves the conference and meeting list attached hereto and incorporated herein by this reference as Exhibit “A,” for the fiscal year 2023-2024, for attendance by Board members and/or employees of the District as designated therein. The Board finds that the list of conferences and meetings satisfies the criteria set forth in Health and Safety Code Section 2051 and the District’s Travel and Expense Policy and that the proposed attendance at the conferences and meetings on the list will result in a benefit to the District.



**Section 3. Limitations.**

In order to preserve the District's finances, Board members shall attend no more than two conferences or meetings per fiscal year which involve overnight travel. Employees shall attend no more than two conferences or meetings per function performed by the employee. These limitations shall not apply where attendance at a meeting or conference is necessary to carry out a committee assignment, such as in the case of the Mosquito and Vector Control Association of California.

**Section 4. Severability.**

The Board declares that should any provision, section, paragraph, sentence, or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 5. Repeal of Conflicting Provisions.**

All the provisions of any resolution or policy as heretofore adopted by the District or the Board that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 6. Effective Date.**

This Resolution shall take effect upon its adoption.

**[THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK]**

**Section 7. Certification.**

The Clerk of the Board shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 13<sup>th</sup> day of June 2023.**

\_\_\_\_\_  
John Peña, President  
Board of Trustees

ATTEST:

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Lena D. Wade, General Counsel

REVIEWED:

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager

**EXHIBIT "A"**  
**TO**  
**RESOLUTION NO. 2023-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA  
VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT AUTHORIZING  
ATTENDANCE AT PROFESSIONAL DEVELOPMENT CONFERENCES AND  
MEETINGS BY MEMBERS OF THE BOARD OF TRUSTEES AND EMPLOYEES  
OF THE DISTRICT FOR FISCAL YEAR 2023-2024**

**CONFERENCE AND MEETING LIST FOR FISCAL YEAR 2023-2024**

**PROFESSIONAL DEVELOPMENT  
JULY 1, 2023 – JUNE 30, 2024**

<b>Conference or Meeting (including subcommittees)</b>	<b>Attendance Authorized For</b>	<b>Date</b>	<b>Place</b>
Abila MIP Fund Accounting Training	Administrative Finance Manager, Accounting Technician I, Accounting Technician II	TBD	TBD
American Mosquito Control Association	General Manager, Public Information Manager, Laboratory Manager, Vector Ecologist (2), Laboratory Staff (1), Operations Manager, Field Supervisors (2), UAS Operator (1), Trustees	March 4-8, 2024	Dallas, TX
California Special District Association Annual Conference	General Manager, Administrative Finance Manager, Laboratory Manager, Trustees, Public Information Manager, Human Resources Manager, Clerk of the Board	<b>Annual Conf:</b> August 28-31, 2023	Monterey, CA
California Society of Municipal Finance Managers Conference and Seminars	Administrative Finance Manager, Accounting Technician, Payroll Coordinator	TBD	TBD
California Special District Association General Manager Leadership Summit, Various Seminars, Clerk of the Board Conference, and Webinars	General Manager, Clerk of the Board, Staff and Trustees	<b>GM Leadership:</b> June 2024 <b>Clerk:</b> November 6-8, 2023	TBD Seaside, CA
CALPELRA Conference	Human Resources Specialist	November 13-17, 2023	Monterey, CA
CalPERS Educational Forum	Administrative Finance Manager, Accounting Technician, Payroll Coordinator	October 2-4, 2023	Los Angeles, CA
California Public Information Officials Annual Conference	Public Information Manager	May 13-16 2024	Indian Wells, CA
Commercial UAV Expo	Information Technology Manager, UAS Operator	September 5-7, 2023	Las Vegas, NV
Emergency Management Training / California Specialized Training Institute / FEMA	Public Information Manager	July 11-19, 2023	Emmitsburg, MD
Entomological Society of America Annual Conference	Laboratory Manager, Vector Ecologists	November 5-8, 2023	National Harbor, MD
Environmental Systems Research Institute Annual Conference	Information Technology Manager	TBD	TBD

**PROFESSIONAL DEVELOPMENT  
JULY 1, 2023 – JUNE 30, 2024**

<b>Conference or Meeting (including subcommittees)</b>	<b>Attendance Authorized For</b>	<b>Date</b>	<b>Place</b>
Government Finance Managers Conference & Seminars	Administrative Finance Manager, Accounting Technician, Payroll Coordinator	TBD	TBD
Government in Social Media Annual Conference	Community Liaison (2), Public Information Manager	April 16-18 2024	Palm Springs, CA
Liebert Cassidy Whitmore Conference	General Manager, Administrative Finance Manager, Human Resources Manager, Human Resources Specialist	TBD	TBD
Local Agency Investment Fund Annual Conference	General Manager, Administrative Finance Manager	TBD	TBD
Municipal Information Systems Association of California	Information Technology Manager	TBD	TBD
Mosquito & Vector Control Association of California Annual Conference	General Manager, Administrative Finance Manager, Information Technology Manager, Human Resources Manager, Public Information Manager, Community Liaison (2), Laboratory Manager, Vector Ecologist (2), Laboratory Staff (2) with a talk or poster, Operations Manager, Field Supervisor (2), Lead Technician (1), Vector Control Technician (1), UAS Operator (1), Trustees	January 21-24, 2024	Monterey, CA
Mosquito & Vector Control Association of California Quarterly Meetings	General Manager, Administrative Finance Manager, Information Technology Manager, Laboratory Manager, Vector Ecologists, Operations Manager, Public Information Manager, Trustee Representative	<b>Fall:</b> October 2-4, 2023 <b>Spring:</b> (March or April) 2024	Palm Springs, CA Sacramento, CA
Mosquito & Vector Control Association of California Legislative Day	General Manager, Trustee Representative(s), Public Information Manager	TBD	TBD
Mosquito & Vector Control Association of California Planning Session	General Manager, Administrative Finance Manager, Laboratory Manager, Vector Ecologist, Trustee Representative	TBD	TBD
National Association of Government	Public Information Manager	April 2024	TBD

**PROFESSIONAL DEVELOPMENT  
JULY 1, 2023 – JUNE 30, 2024**

<b>Conference or Meeting (including subcommittees)</b>	<b>Attendance Authorized For</b>	<b>Date</b>	<b>Place</b>
Communicators			
National Conference on Urban Entomology and Invasive and Pest Ant Conference	Operations Manager or designee, Field Supervisor (1), Vector Ecologist, Laboratory staff (1)	May 19-22, 2024	Mobile, AL
National Information Officers Association	Public Information Manager	August 26-31, 2023	Nashville, TN
Pacific Branch – Entomological Society of America Meeting	Laboratory Manager	April 14-17, 2024	Waikoloa Beach, HI
Public Relations Society of America Public Affairs and Government Section/Western District Annual Conference	Public Information Manager	June 2024	TBD
Society of Vector Ecology Annual Conference	Laboratory Manager, Vector Ecologist,	September 17-21, 2023	Charleston, SC
Vector Control Joint Powers Agency Annual Workshop	General Manager or designee	TBD	TBD
Western Region International Public Management Association for Human Resources Annual Conference	Human Resources Manager	TBD	TBD



*Serving Public Health Since 1928*

# **FINANCE REPORTS**

Coachella Valley Mosquito and Vector Control District  
 FINANCES AT A GLANCE  
 ALL FUNDS COMBINED  
 For the Month Ended May 31, 2023

	Beginning of the Month	Change During the Month	End of the Month
INVESTMENTS	13,106,189	1,079,087	14,185,275
CASH	147,404	44,176	191,580
INVESTMENTS & CASH	13,253,592	1,123,263	14,376,855
CURRENT ASSETS	1,684,479	(62,261)	1,622,218
FIXED ASSETS	9,286,644	-	9,286,644
OTHER ASSETS	7,564,490	-	7,564,490
TOTAL ASSETS	31,789,206	1,061,002	32,850,208
TOTAL LIABILITIES	3,664,547	(271,895)	3,392,651
TOTAL DISTRICT EQUITY	28,124,659	1,332,897	29,457,556
TOTAL LIABILITIES & EQUITY	31,789,206	1,061,002	32,850,208
RECEIPTS			
		\$ 2,497,673	
CASH DISBURSEMENTS			
Payroll	\$ 444,074		
General Admin	\$ 938,806		
Total Cash Disbursements		\$ (1,382,880)	
NON-CASH ENTRIES:			
Accrual Modifications -		\$ (53,791)	
Changes in A/P, A/R & Pre-paid insurance		_____	
Change during Month - Excess of Cash over Receipts & Non-Cash Adjustments		\$ 1,061,002	



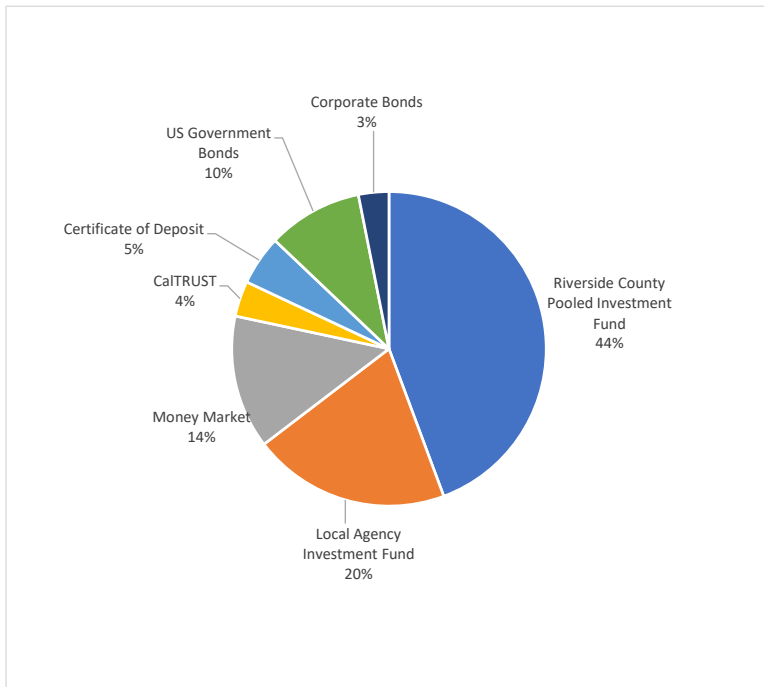
**CVMVCD**  
Cash Journal - deposits  
From 5/1/2023 Through 5/31/2023

Effective ...	Transaction Description	Deposits	Payee/Recipient Name
5/30/2023	May Receipts	12,838.76	Riverside County
5/30/2023	May Receipts - Calcard Rebate	4,422.83	US Bank
5/30/2023	May Receipts - Current Secured	1,369,955.07	Riverside County
5/30/2023	May Receipts - CY Supp	47,697.29	Riverside County
5/30/2023	May Receipts - PY Supp	2,469.25	Riverside County
5/30/2023	May Receipts - refund	500.00	AMCA
5/30/2023	May Receipts - reimbursement	33.14	Luz Moncada
5/30/2023	May Receipts - SBE	84,690.71	Riverside County
5/31/2023	May Receipts	626.18	Employment Risk Management Authority
5/31/2023	May Receipts - Bank Interest	1,166.28	California Bank & Trust
5/31/2023	May Receipts - Benefit Assessment	972,834.65	Riverside County
5/31/2023	May Receipts - refund	438.46	NAPA Auto
Report Total		2,497,672.62	

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
INVESTMENT FUND BALANCES AS OF MAY 31, 2023**

INSTITUTION	IDENTIFICATION	Issue Date	Maturity Date	YIELD	General Fund	Thermal Capital Fund	Capital Equipment Replacement Fund	Capital Facility Replacement Fund	Capital Project Insectory Fund	BALANCE
LAIF	Common Investments			2.99%	2,273,486	34,677	23,526	347,507	199,180	\$ 2,878,376
Riverside County	Funds 51105 & 51115			3.66%	4,967,225	75,764	51,401	759,250	435,179	\$ 6,288,818
CalTRUST	Medium Term Fund			3.43%	407,942	6,222	4,221	62,355	35,740	\$ 516,480
CA Bank & Trust	Market Rate			1.35%	1,528,318	23,311	15,815	233,606	133,896	\$ 1,934,947
Pershing	Market Rate			0.00%	9,653	147	100	1,475	846	\$ 12,221
ALL IN American Cred	Certificate of Deposit	1/18/2023	1/19/2027	4.55%			59,760	189,240		\$ 249,000
Austin Telco	Certificate of Deposit	1/27/2023	1/27/2028	4.75%			54,480	172,520		\$ 227,000
Alaska USA Fed Cr	Certificate of Deposit	3/8/2023	3/8/2028	4.60%		37,736	50,463	159,801		\$ 248,000
Federal Home Ln	US Government Bonds	11/24/2020	11/24/2025	0.63%			166,936	528,629		\$ 695,565
Federal Natl Mtg Assn	US Government Bonds	11/25/2020	11/25/2025	0.63%			166,009	525,694		\$ 691,703
Bank Amer Corp	Corporate Bonds	11/25/2020	11/25/2025	0.65%			106,360	336,805		\$ 443,165
<b>Total Investments</b>					9,186,624	177,858	699,070	3,316,883	804,840	<b>\$ 14,185,275</b>

**PORTFOLIO COMPOSITION AS OF MAY 31, 2023  
WEIGHTED YIELD 2.86%**



In compliance with the California Code Section 53646; the Finance Administrator of the Coachella Valley Mosquito and Vector Control District hereby certifies that sufficient liquidity and anticipated revenue are available to meet the District's budgeted expenditure requirements for the next six months.

Investments in the report meet the requirements of the Coachella Valley Mosquito and Vector Control District's adopted investment policy

Respectfully submitted

NOTED AND APPROVED

CVMVCD  
Statement of Revenue and Expenditures  
May 31, 2023

				YTD	Current		Current	Annual	Percent	
	Annual			Budget	Period	<b>Current</b>	Period	Budget	Annual	
	Budget	YTD Budget	<b>YTD Actual</b>	Variance	Budget	<b>Period Actual</b>	Variance	Variance	Budget	
<b>Revenues</b>										
4000	Property Tax - Current Secured	4,438,762	4,243,604	<b>4,469,926</b>	226,322	1,436,787	<b>1,454,646</b>	17,859	31,164	1 %
4010	Property Tax - Curr. Supplmntl	31,172	0	<b>120,595</b>	120,595	0	<b>47,697</b>	47,697	89,423	287 %
4020	Property Tax - Curr. Unsecured	199,247	193,369	<b>194,244</b>	875	0	<b>0</b>	0	(5,003)	(3)%
4030	Homeowners Tax Relief	36,924	36,924	<b>31,180</b>	(5,744)	5,596	<b>12,839</b>	7,242	(5,744)	(16)%
4070	Property Tax - Prior Supp.	53,097	0	<b>42,357</b>	42,357	0	<b>2,469</b>	2,469	(10,740)	(20)%
4080	Property Tax - Prior Unsecured	9,069	0	<b>0</b>	0	0	<b>0</b>	0	(9,069)	(100)%
4090	Redevelopment Pass-Thru	6,305,008	3,152,504	<b>3,448,979</b>	296,475	0	<b>0</b>	0	(2,856,029)	(45)%
4520	Interest Income - LAIF/CDs	42,000	31,500	<b>142,149</b>	110,649	0	<b>5,057</b>	5,057	100,149	238 %
4530	Other Miscellaneous Receipts	63,000	57,750	<b>28,118</b>	(29,632)	5,250	<b>5,549</b>	299	(34,882)	(55)%
4551	Benefit Assessment Income	2,299,810	2,196,490	<b>2,257,435</b>	60,945	967,523	<b>972,835</b>	5,312	(42,375)	(2)%
	<b>Total Revenues</b>	<b>13,478,089</b>	<b>9,912,141</b>	<b>10,734,983</b>	822,842	2,415,156	<b>2,501,091</b>	85,935	(2,743,106)	(20)%
<b>Expenditures</b>										
<b>Payroll Expenses</b>										
5101	Payroll - FT	5,910,271	5,417,749	<b>5,251,877</b>	165,872	492,523	<b>434,048</b>	58,475	658,395	11 %
5102	Payroll Seasonal	142,020	131,520	<b>61,954</b>	69,566	10,500	<b>8,140</b>	2,360	80,066	56 %
5103	Temporary Services	10,900	4,000	<b>0</b>	4,000	4,000	<b>0</b>	4,000	10,900	100 %
5105	Payroll - Overtime Expense	30,120	27,610	<b>27,893</b>	(283)	2,510	<b>2,616</b>	(106)	2,227	7 %
5150	CalPERS State Retirement	752,856	705,954	<b>693,350</b>	12,603	46,903	<b>76,331</b>	(29,429)	59,506	8 %
5155	Social Security Expense	360,143	330,214	<b>334,529</b>	(4,316)	29,929	<b>28,251</b>	1,678	25,613	7 %
5165	Medicare Expense	84,227	77,227	<b>79,634</b>	(2,407)	7,000	<b>6,607</b>	393	4,593	5 %
5170	Cafeteria Plan	1,263,700	1,158,392	<b>1,243,671</b>	(85,279)	105,308	<b>207,404</b>	(102,095)	20,030	2 %
5172	Retiree Healthcare	392,420	359,718	<b>353,950</b>	5,768	32,702	<b>39,072</b>	(6,370)	38,470	10 %
5180	Deferred Compensation	121,857	111,703	<b>110,036</b>	1,667	10,155	<b>22,544</b>	(12,390)	11,822	10 %
5195	Unemployment Insurance	32,066	29,400	<b>25,286</b>	4,115	2,666	<b>605</b>	2,062	6,781	21 %
	<b>Total Payroll Expenses</b>	<b>9,100,581</b>	<b>8,353,486</b>	<b>8,182,179</b>	171,307	744,195	<b>825,617</b>	(81,421)	918,402	10 %

CVMVCD  
Statement of Revenue and Expenditures  
May 31, 2023

		Annual	YTD	YTD	Current	Current	Current	Annual	Percent	
		Budget	Budget	Actual	Budget	Period	Period	Budget	Annual	
					Variance	Budget	Actual	Variance	Budget	
<b>Administrative Expenses</b>										
5250	Tuition Reimbursement	20,000	18,333	<b>11,615</b>	6,719	1,667	<b>2,811</b>	(1,144)	8,385	42 %
5300	Employee Incentive	15,500	14,208	<b>5,348</b>	8,861	1,292	<b>112</b>	1,180	10,152	65 %
5302	Wellness	5,600	5,133	<b>293</b>	4,840	467	<b>0</b>	467	5,307	95 %
5305	Employee Assistance Program	4,000	3,667	<b>3,339</b>	328	333	<b>590</b>	(256)	661	17 %
6000	Property & Liability Insurance	193,570	175,773	<b>225,139</b>	(49,366)	17,798	<b>20,702</b>	(2,905)	(31,569)	(16)%
6001	Workers' Compensation Insurance	206,753	183,273	<b>167,818</b>	15,456	23,479	<b>20,071</b>	3,408	38,935	19 %
6050	Dues & Memberships	43,495	37,943	<b>35,343</b>	2,600	262	<b>510</b>	(248)	8,152	19 %
6060	Reproduction & Printing	27,360	25,080	<b>23,970</b>	1,110	2,280	<b>3,706</b>	(1,426)	3,390	12 %
6065	Recruitment/Advertising	7,500	6,875	<b>6,402</b>	473	625	<b>849</b>	(224)	1,098	15 %
6070	Office Supplies	21,121	19,361	<b>10,383</b>	8,978	1,760	<b>840</b>	920	10,738	51 %
6075	Postage	5,750	5,271	<b>2,276</b>	2,995	479	<b>77</b>	403	3,474	60 %
6080	Computer & Network Systems	8,199	7,516	<b>4,678</b>	2,838	683	<b>2,581</b>	(1,898)	3,521	43 %
6085	Bank Service Charges	250	229	<b>186</b>	43	21	<b>35</b>	(14)	64	26 %
6090	Local Agency Formation Comm.	2,400	2,200	<b>2,541</b>	(341)	200	<b>0</b>	200	(141)	(6)%
6095	Professional Fees	45,100	41,342	<b>47,130</b>	(5,789)	3,758	<b>1,689</b>	2,069	(2,030)	(5)%
6100	Attorney Fees	68,000	62,333	<b>47,678</b>	14,656	5,667	<b>4,000</b>	1,667	20,322	30 %
6105	Legal Services / Filing Fees	1,000	917	<b>0</b>	917	83	<b>0</b>	83	1,000	100 %
6106	HR Risk Management	4,500	4,500	<b>7,819</b>	(3,319)	0	<b>0</b>	0	(3,319)	(74)%
6110	Conference Expense	54,335	52,502	<b>26,390</b>	26,112	1,833	<b>1,230</b>	603	27,946	51 %
6115	In-Lieu	13,200	12,100	<b>10,874</b>	1,226	1,100	<b>0</b>	1,100	2,326	18 %
6120	Trustee Support	7,600	6,967	<b>4,601</b>	2,365	633	<b>834</b>	(201)	2,999	39 %
6200	Meetings Expense	7,010	6,593	<b>3,579</b>	3,014	418	<b>1,467</b>	(1,049)	3,431	49 %
6210	Promotion & Education	28,000	25,667	<b>22,091</b>	3,576	2,333	<b>0</b>	2,333	5,909	21 %
6220	Public Outreach Advertising	56,000	51,333	<b>38,187</b>	13,146	4,667	<b>21,587</b>	(16,921)	17,813	32 %
6500	Benefit Assessment Expenses	86,000	86,000	<b>80,768</b>	5,232	0	<b>0</b>	0	5,232	6 %
<b>Total Administrative Expenses</b>		<b>932,243</b>	<b>855,115</b>	<b>788,445</b>	<b>66,669</b>	<b>71,838</b>	<b>83,691</b>	<b>(11,853)</b>	<b>143,797</b>	<b>15 %</b>
<b>Utilities</b>										
6400	Utilities	114,383	104,851	<b>107,337</b>	(2,486)	9,532	<b>14,889</b>	(5,357)	7,046	6 %
6410	Telecommunications	1,824	1,672	<b>2,142</b>	(470)	152	<b>423</b>	(271)	(318)	(17)%
<b>Total Utilities</b>		<b>116,207</b>	<b>106,523</b>	<b>109,479</b>	<b>(2,956)</b>	<b>9,684</b>	<b>15,312</b>	<b>(5,628)</b>	<b>6,728</b>	<b>6 %</b>

CVMVCD  
Statement of Revenue and Expenditures  
May 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Percent Annual Budget
<b>Operating</b>									
7000	Uniform Expense	54,985	50,563	<b>40,789</b>	9,774	4,422	<b>5,313</b>	(891)	14,196 26 %
7050	Safety Expense	32,170	29,522	<b>27,703</b>	1,819	2,648	<b>1,294</b>	1,353	4,467 14 %
7100	Physican Fees	5,000	4,583	<b>1,850</b>	2,733	417	<b>385</b>	32	3,150 63 %
7150	IT Communications	56,500	51,792	<b>57,695</b>	(5,904)	4,708	<b>9,787</b>	(5,079)	(1,195) (2)%
7200	Household Supplies	3,000	2,750	<b>2,603</b>	147	250	<b>352</b>	(102)	397 13 %
7300	Repair & Maintenance	42,000	38,500	<b>47,230</b>	(8,730)	3,500	<b>12,176</b>	(8,676)	(5,230) (12)%
7310	Maintenance & Calibration	6,170	6,170	<b>7,051</b>	(881)	0	<b>0</b>	0	(881) (14)%
7350	Permits, Licenses & Fees	6,427	6,164	<b>7,789</b>	(1,624)	263	<b>157</b>	106	(1,361) (21)%
7360	Software Licensing	31,335	31,335	<b>26,598</b>	4,737	0	<b>10,791</b>	(10,791)	4,737 15 %
7400	Vehicle Parts & Supplies	44,720	40,993	<b>40,802</b>	191	3,727	<b>2,562</b>	1,165	3,918 9 %
7420	Offsite Vehicle Maint & Repair	16,882	15,475	<b>16,030</b>	(555)	1,407	<b>0</b>	1,407	852 5 %
7450	Equipment Parts & Supplies	26,940	24,457	<b>22,649</b>	1,807	1,983	<b>2,386</b>	(403)	4,291 16 %
7500	Small Tools Furniture & Equip	4,700	4,308	<b>3,973</b>	335	392	<b>2,700</b>	(2,308)	727 15 %
7550	Lab Supplies & Expense	35,720	32,518	<b>37,002</b>	(4,484)	3,202	<b>12,527</b>	(9,325)	(1,282) (4)%
7570	Aerial Pool Surveillance	6,000	6,000	<b>0</b>	6,000	6,000	<b>0</b>	6,000	6,000 100 %
7575	Surveillance	72,510	70,192	<b>80,979</b>	(10,786)	2,318	<b>353</b>	1,965	(8,469) (12)%
7600	Staff Training	85,700	81,004	<b>60,620</b>	20,384	7,696	<b>5,992</b>	1,703	25,080 29 %
7650	Equipment Rental	1,000	917	<b>496</b>	421	83	<b>0</b>	83	504 50 %
7675	Contract Services	164,827	154,874	<b>140,894</b>	13,980	11,943	<b>17,804</b>	(5,861)	23,933 15 %
7680	Cloud Computing Services	104,499	86,445	<b>103,327</b>	(16,883)	4,682	<b>52,688</b>	(48,006)	1,171 1 %
7700	Motor Fuel & Oils	130,300	119,442	<b>98,905</b>	20,536	10,858	<b>6,888</b>	3,970	31,395 24 %
7750	Field Supplies	14,600	13,383	<b>7,358</b>	6,026	1,217	<b>2,216</b>	(1,000)	7,242 50 %
7800	Control Products	573,616	566,743	<b>539,550</b>	27,192	6,873	<b>37,492</b>	(30,619)	34,065 6 %
7850	Aerial Applications	231,000	211,750	<b>225,710</b>	(13,960)	19,250	<b>0</b>	19,250	5,290 2 %
7860	Unmanned Aircraft Application Servic	40,000	36,667	<b>1,760</b>	34,907	3,333	<b>1,199</b>	2,134	38,240 96 %
8415	Capital Outlay	62,442	60,291	<b>31,764</b>	28,527	2,151	<b>16,302</b>	(14,150)	30,678 49 %
8510	Research Projects	150,000	136,449	<b>152,923</b>	(16,474)	13,551	<b>16,873</b>	(3,321)	(2,923) (2)%
9000	Contingency Expense	110,000	100,833	<b>52,857</b>	47,977	9,167	<b>9,652</b>	(486)	57,143 52 %
<b>Total Operating</b>		2,113,043	1,984,121	<b>1,836,909</b>	147,212	126,039	<b>227,890</b>	(101,850)	276,134 13 %

CVMVCD  
Statement of Revenue and Expenditures  
May 31, 2023

	Annual Budget	YTD Budget	YTD Actual	YTD Budget Variance	Current Period Budget	Current Period Actual	Current Period Variance	Annual Budget Variance	Annual Percent Budget
<b>Contribution to Capital Reserves</b>									
8900 Transfer to other funds	2,216,016	2,114,681	<b>2,114,681</b>	0	101,335	<b>101,335</b>	0	101,335	5 %
<b>Total Contribution to Capital Reserves</b>	2,216,016	2,114,681	<b>2,114,681</b>	0	101,335	<b>101,335</b>	0	101,335	5 %
<b>Total Expenditures</b>	14,478,089	13,413,926	<b>13,031,693</b>	382,233	1,053,091	<b>1,253,844</b>	<b>(200,753)</b>	1,446,397	10 %
<b>Net revenue over/(under) expenditures</b>	<b>(1,000,000)</b>	<b>(3,501,785)</b>	<b>(2,296,710)</b>	1,205,075	1,362,065	<b>1,247,248</b>	<b>(114,817)</b>		

CVMVCD  
Balance Sheet  
As of 5/31/2023

		Current Year
Assets		
Cash and Investments		
1000	Cash - Investments	14,185,275.21
1016	Petty Cash	500.00
1017	Petty Cash Checking	1,500.00
1035	CB&T General Checking	12,699.15
1036	CB&T Payroll Checking	176,880.58
	Total Cash and Investments	14,376,854.94
Current Assets		
1050	Accounts Receivable	3,750.00
1051	Lease Payments Receivable	11,227.54
1080	Interest Receivable	3,318.85
1085	Inventory	546,950.85
1167	Prepaid Research Proposals	118,107.80
1168	Prepaid Insurance	40,417.98
1169	Deposits	898,445.00
	Total Current Assets	1,622,218.02
Fixed Assets		
1201	Leased Copier Asset #1 Ops Copier	14,694.42
1202	Leased Copier Asset #2 Admin Copier	19,670.89
1300	Equipment/Vehicles	2,117,915.50
1310	Computer Equipment	566,629.49
1311	GIS Computer Systems	301,597.91
1320	Office Furniture & Equipment	1,307,594.90
1330	Land	417,873.30
1335	Oleander Building	5,665,861.83
1336	Signage	23,651.39
1340	Structures & Improvements	3,244,697.72
1341	Bio Control Building	6,923,882.74
1342	Bio Control Equip/Furn	43,986.77
1398	Amortization Leased Equipment	(32,179.65)

CVMVCD  
Balance Sheet  
As of 5/31/2023

		Current Year
1399	Accumulated Depreciation	(11,329,232.93)
	Total Fixed Assets	9,286,644.28
	Other Assets	
1520	Resources to Be Provided	3,514,102.32
1525	Deferred Outflows of Resources	2,842,951.00
1530	Deferred Outflows of Resources - OPEB	1,207,437.00
1900	Due to/from	0.12
	Total Other Assets	7,564,490.44
	Total Assets	32,850,207.68
	Liabilities	
	Short-term Liabilities	
	Accounts Payable	
2015	Credit Card Payable	117,499.32
2020	Accounts Payable	(23,548.91)
2030	Accrued Payroll	(5,314.42)
2040	Payroll Taxes Payable	396.30
2175	Claims/Judgements Payable	54.61
2185	Employee Dues	(2,751.58)
2402	Leased Copier Asset # 2	2,191.49
	Total Accounts Payable	88,526.81
	Total Short-term Liabilities	88,526.81
	Long-term Liabilities	
2100	Pollution Remediation Obligation	2,100,000.00
2200	Net Pension Liability	(750,483.00)
2210	Deferred Inflows of Resources	84,159.00
2230	Deferred Inflows - OPEB	880,545.00
2235	Deferred Inflow of Resources - Leases	15,436.75
2300	Net OPEB Liability	87,247.00
2500	Compensated Absences Payable	887,219.76
	Total Long-term Liabilities	3,304,124.51



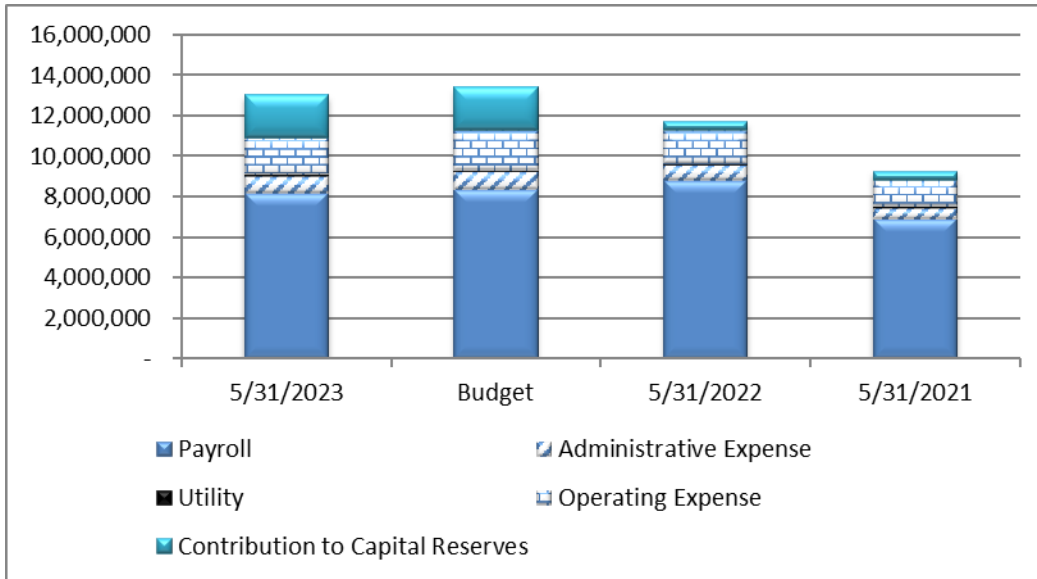
**CVMVCD**  
Balance Sheet  
As of 5/31/2023

	<b>Current Year</b>
Total Liabilities	3,392,651.32
Fund Balance	
Non Spendable Fund Balance	
3920        Investment in Fixed Assets	10,673,170.66
3945        Reserve for Prepaids & Deposit	1,041,259.68
3960        Reserve for Inventory	459,270.86
Total Non Spendable Fund Balance	12,173,701.20
Committed Fund Balance	
3965        Public Health Emergency	4,851,276.00
Total Committed Fund Balance	4,851,276.00
Assigned Fund Balance	
3910        Reserve for Operations	5,800,000.00
3925        Reserve for Future Healthcare Liabilities	453,746.00
3955        Thermal Remediation Fund	63,688.00
3970        Reserve for Equipment	726,018.00
3971        Reserve for Facility & Vehicle Replacement	2,659,312.00
Total Assigned Fund Balance	9,702,764.00
Unassigned Fund Balance	
3900        Fund Equity	(568,650.76)
3991        Prior Year Adjustment GASB87	20,909.82
3999        P&L Summary	4,005,097.29
Total Unassigned Fund Balance	3,457,356.35
Current YTD Net Income	(727,541.19)
Total Current YTD Net Income	(727,541.19)
Total Fund Balance	29,457,556.36
Total Liabilities and Net Assets	32,850,207.68

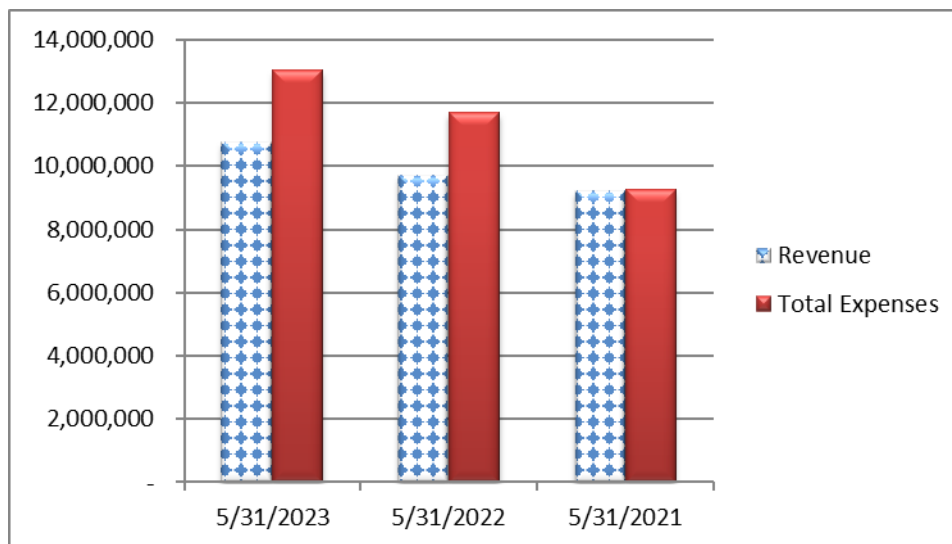
## FINANCE

The financial reports show the preliminary balance sheet, receipts, and revenue and expenditure reports for the month ending May 31, 2023. The revenue and expenditure report shows that the operating budget expenditure for July 1, 2022, to May 31, 2023, is \$13,031,693 total revenue is \$10,734,983 resulting in excess revenue over (under) expenditure for the year to May 31, 2023, of (\$2,296,710).

### THREE YEAR FINANCIALS



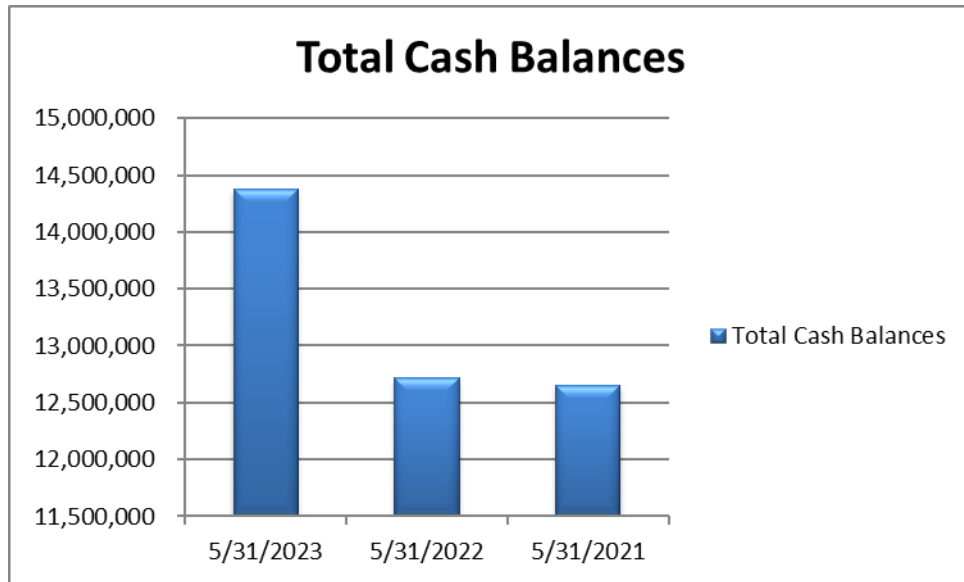
**Figure 1 - Three Year Expenditure**



**Figure 2 - Three Year Revenue & Expenditure**

**THREE-YEAR CASH BALANCE**

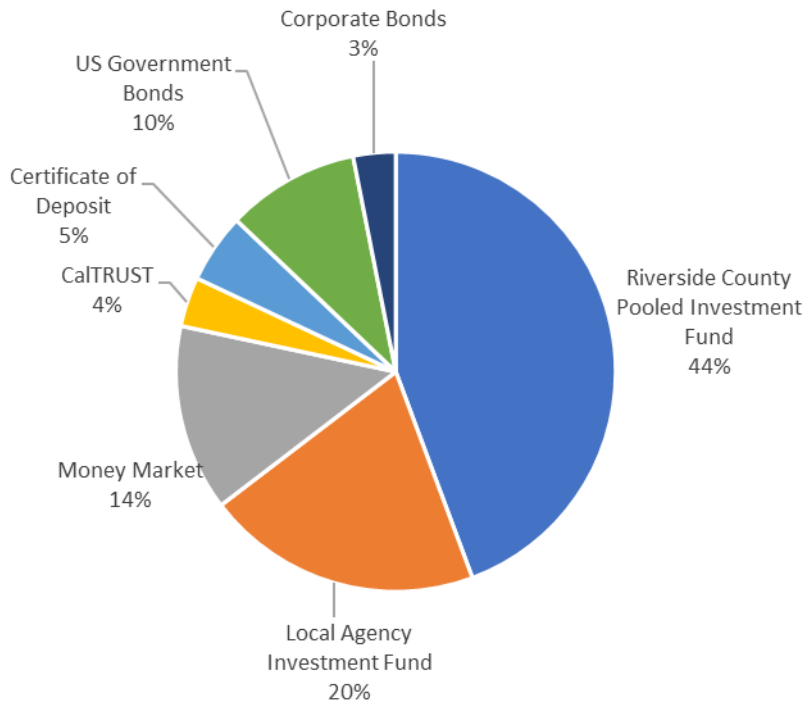
Cash Balances	5/31/2023	5/31/2022	5/31/2021
Investment Balance	14,185,275	12,555,127	12,398,478
Checking Account	12,699	5,543	107,605
Payroll Account	176,881	150,816	141,689
Petty Cash	2,000	2,000	2,000
<b>Total Cash Balances</b>	<b>14,376,855</b>	<b>12,713,486</b>	<b>12,649,772</b>



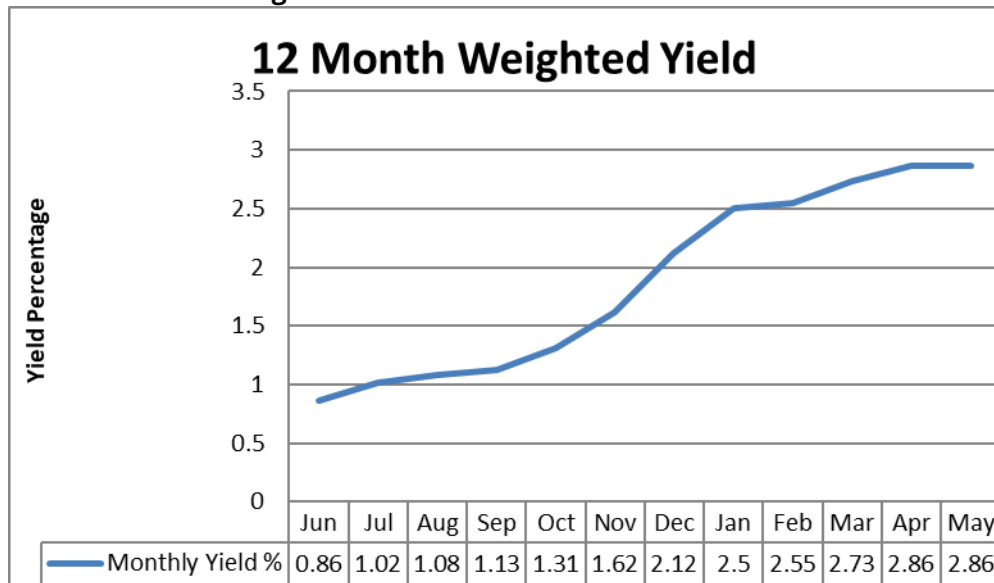
**Figure 3 - Cash Balances**

**DISTRICT INVESTMENT PORTFOLIO 5/31/2023**

The District’s investment fund balance for the period ending May 31, 2023, is \$14,185,275. The portfolio composition is shown in the pie chart. Local Agency Investment Fund (LAIF) accounts for 20% of the District’s investments; the Riverside County Pooled Investment Fund is 44% of the total. The LAIF yield for the end of May was 2.99% and the Riverside County Pooled Investment Fund was 3.66% this gives an overall weighted yield for District investments of 2.86%.



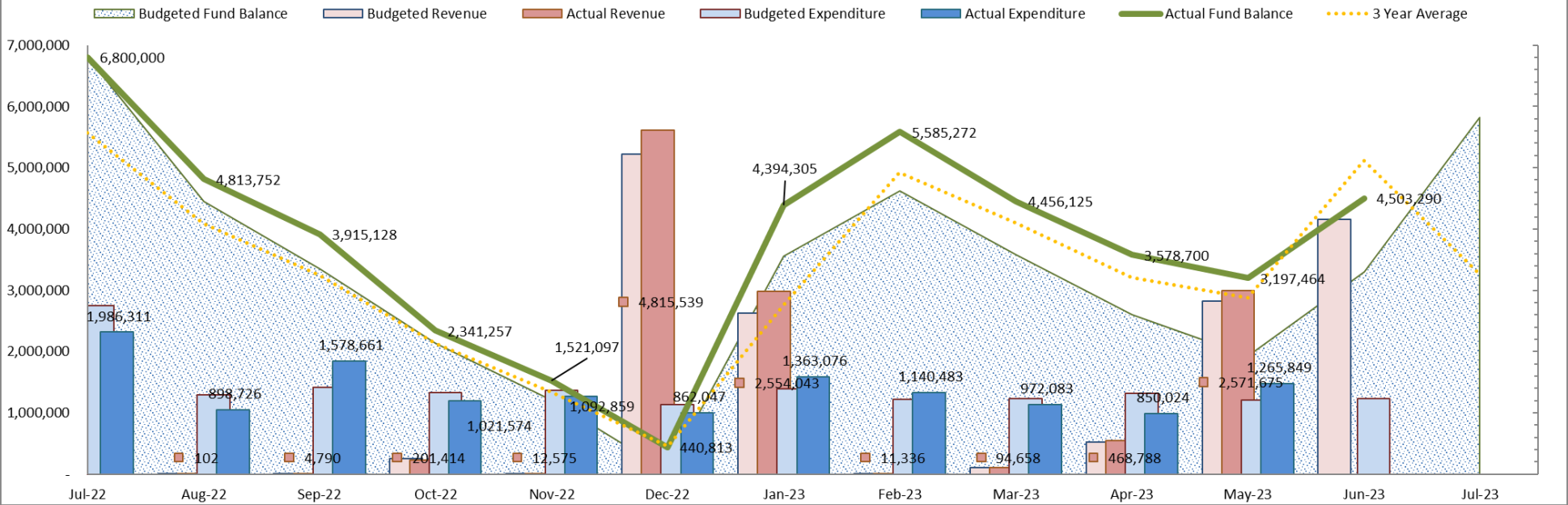
**Figure 4 - Investment Portfolio 5/31/23**



**Figure 5 - District Investments Weighted Yield**

# General Fund Operational Cash Flow

Fiscal Year 2022- 2023



The **General Fund Operational Cash Flow** graph outlines the District’s working capital for the fiscal year July 1, 2022, to June 30, 2023. The beginning fund balance is \$6.8 million and the ending fund balance is \$5.8 million. Expenditure is approximately divided by 12 equal months, with some differences accounting for the seasonality of the program for example control products and seasonal employment which are greater in the mosquito breeding season. July expenditure is higher than average because of the prefunding lump sum of \$0.3 million for CalPERS unfunded liability and the transfers to the capital reserves. The budget also accounts for prepayments. The revenue follows a different pattern, Riverside County distributes the property tax revenue in January and May with advancements in December and April. The *shaded area* represents the **Budgeted Fund Balance** which has a formula of (beginning) **Fund Balance** plus **Revenue** minus **Expenditure**. The *green line* represents the **Actual Fund Balance** and is graphed against the *shaded area Budgeted Fund Balance*. The *Three Year Average* Fund Balance is the orange dash line.

The graph shows a \$6.8 million **Fund Balance** plus total Revenue for July 1 to May 31, 2023, of \$10,734,983 minus total Expenses of \$13,031,693 is \$4,503,390. Revenue shows a favorable variance of \$822,842, Tax Increment and Property Tax Current Secured are higher than budgeted, investment income is also coming in higher than budget. Payroll expenses show a favorable variance of \$171,307, this is due to timing, Administrative Expenses show favorable variance of \$66,669, main item is public outreach which will be expensed by June 30. Operations has a favorable variance of \$147,212, mainly due to seasonality of mosquito control. For planning purposes, the District expenses are under budget by \$382,223 and revenue is over budget by \$822,842 giving a favorable variance of \$1,205,075. As long as the green line stays out of the shaded area the District is within budget, as of May 31, 2023, the line is outside the shaded area.



*Serving Public Health Since 1928*

# DEPARTMENT REPORTS

## Human Resources

### Recruitment

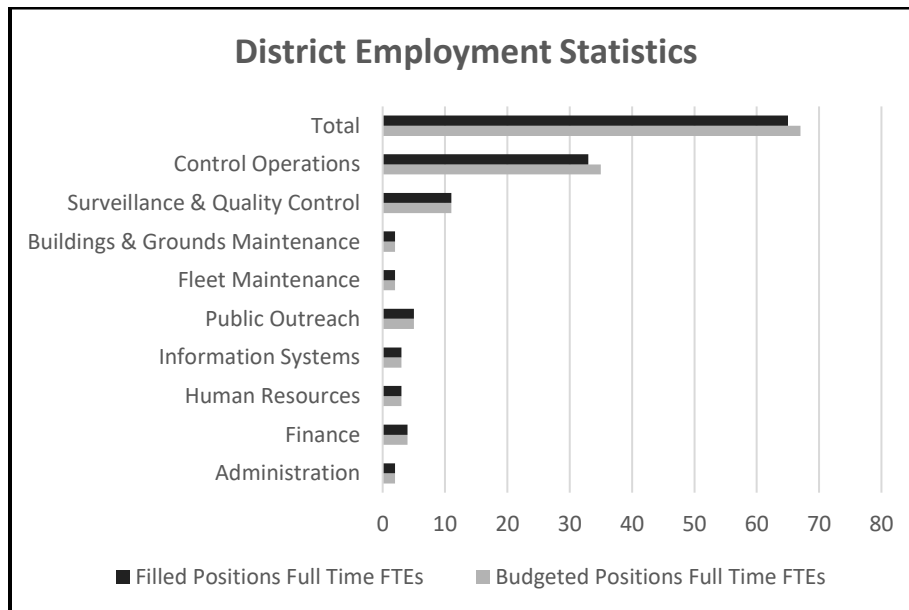
- The District is currently in the recruitment process for the following positions:
  - Community Liaison
  - Field Supervisor
  - Operations Manager

### New Employees & Interns

- *Roberto Mora* began work as a Vector Control Technician on April 3, 2023.
- *Gary Black and Ramon Rodriguez*, returning Seasonal Vector Control Operators, began their second season with the District in May 2023.
- The following, first season, Seasonal Vector Control Operators also began work with the District in April/May 2023:
  - *Francisco Silva*
  - *Jessica Duenow*
  - *Rodolfo Salinas*
- Two Interns, *Alejandro Camacho*, and *Juliette l'Anson*, have begun working in our Public Outreach department and are expected to be with the District through the summer.

### Tuition Reimbursement Program

- Congratulations to Human Resources Specialist *Graciela Morales* on earning her Bachelor of Science in Business Management from Champlain College!

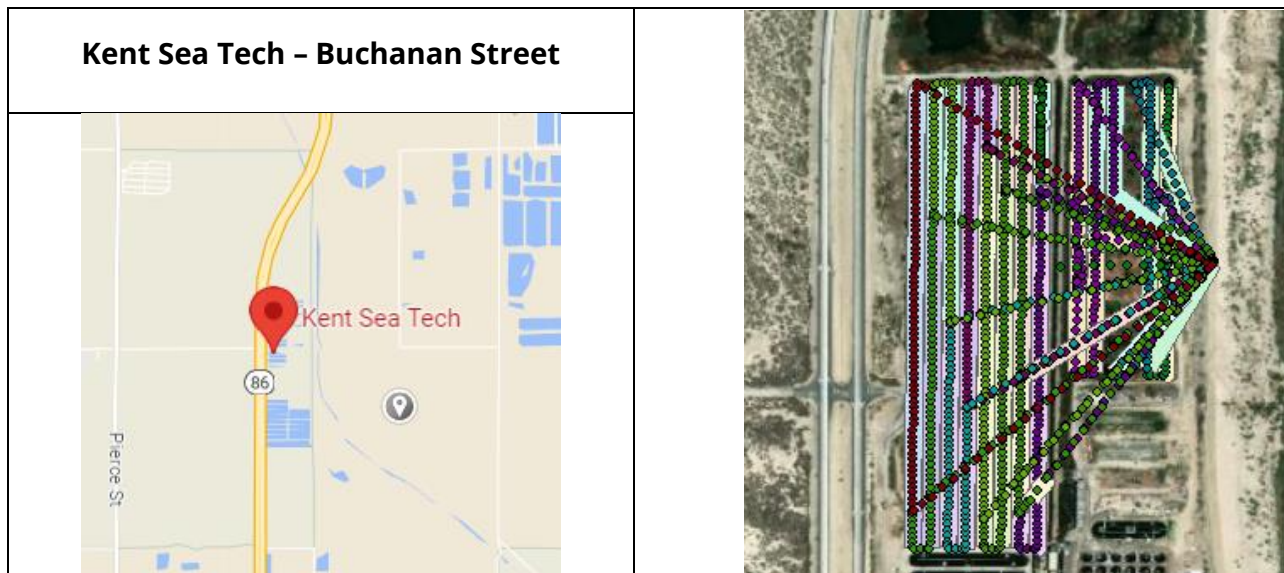


## OPERATIONS

**Drone Applications:** Four (4) UAS Applications were made by Pilot in Command (PIC) Richard Ortiz, Shop Mechanic II, and Visual Observer (VO) Vincent Venezuela Lead Vector Control Technician. The two (2) person team made up of a PIC and VO is outlined in the District's Certificate of Authorization (COA) and must be always used when operating the UAS.

- **5/4/2023 Kent Sea Tech – Buchanan Street**
  - 30 Acres Treated | Control Product: MetaLarv @10 lbs. per acre
- **5/4/2023 Abandoned Fish Hatchery – Ave 81 & Johnson**
  - 7 Acres Treated | Control Product: P35 @ 10 lbs. per acre
- **5/18/2023 West of Grant & Highway 111**
  - 30 Acres Treated | Control Product: VectoBac G 10 lbs. per acre
- **5/25/2023 Southeast of Garfield & Highway 111**
  - 40 Acres Treated | Control Product: VectoBac G 10 lbs. per acre

Below is the flight pattern and application swath width generated by PrecisionVision 35x Ground Control Base Unit. Point Features represent the flight path of the UAS, and each colored polygon represents an application distribution. Eight (8) Applications have been performed since March 2023 totaling 192 acres.

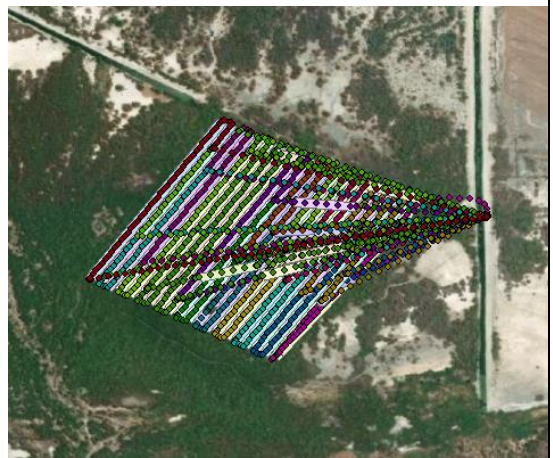
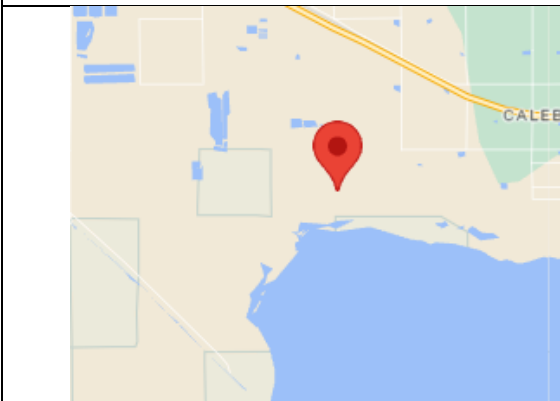


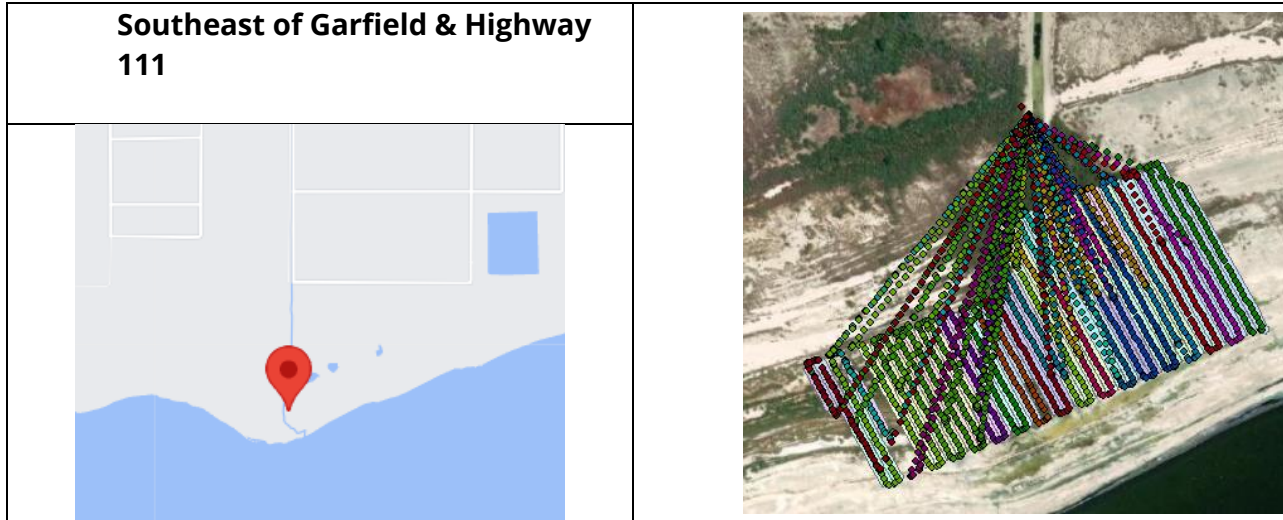


**Abandoned Fish Hatchery - Ave 81 & Johnson**



**West of Grant & Highway 111**





**Rural Surveillance:** Surveillance Results for Week# 19 gathered elevated female *Culex tarsalis* adult abundance numbers along the Shoreline Area near Trap# 33 Buchanan/Avenue 72 (3,472) and Trap# 130 Johnson/Avenue 81 (3,184). Operations performed enhanced surveillance on May 10<sup>th</sup> in the areas near the trap locations and found a leaking Artesian Well on the Ocean Rich Fisheries Property near Trap# 130.

Group	Drop Zer..	Trap Type	2023										Grand Total	YearNum	
			Aedes vexa.. Females	Culex eryth.. Females	Culex quinquefasciatus		Culex tarsalis		Culiseta inornata		Psorophora .. Females	<input checked="" type="checkbox"/> (All)		<input checked="" type="checkbox"/> 2023	
Agriculture 2	27	CO2			6		66	1					73	<input type="checkbox"/> 7	
	536	CO2			8		29						37	<input type="checkbox"/> 10	
Shoreline 2	17	CO2		600	4		440						1,044	<input type="checkbox"/> 11	
	33	CO2		24	8		3,440						3,472	<input type="checkbox"/> 12	
	34	CO2			1		361	1					363	<input type="checkbox"/> 13	
	35	CO2			2		465						469	<input type="checkbox"/> 14	
	37	CO2	9	2	9		88				39		147	<input type="checkbox"/> 15	
	68	CO2			3		66						69	<input type="checkbox"/> 16	
	540	CO2		17	1		450		2				470	<input type="checkbox"/> 17	
	610	CO2		2		3	448	47		1			501	<input type="checkbox"/> 18	
Shoreline 2/Shorel..	30	CO2			73		131						204	<input type="checkbox"/> 19	
Shoreline 3	2	CO2			2		55						57	<input type="checkbox"/> 20	
	5	CO2			192		804						996	<input type="checkbox"/> 21	
	6	CO2			24		217						241	<input type="checkbox"/> 22	
	8	CO2			5		49						54		
	9	CO2			3		8				9		20		
	10	CO2			5	3	474	6					488		
	13	CO2			1		557	1					559		
	15	CO2			3		5				15		23		
	21	CO2					1						1		
	23	CO2					4						5		
	25	CO2			1		1						1		

YearNum

(All)

2023

WeekNum

7

10

11

12

13

14

15

16

17

18

19

20

21

22

Group

(All)

Null

Agriculture 2

Shoreline 1

Shoreline 1 / Shore...

Shoreline 2

Shoreline 2/Shore...

Shoreline 3

Num Count

1 9888

**Artesian Well:** On May 10<sup>th</sup>, after conducting enhanced surveillance due to a high adult abundance at Trap# 130 located at the intersection of Avenue 81 & Johnson Street, Jonathan Herrera, Vector Control Technician I, and Iver Romero, Vector Control Technician I discovered a known dry pond was now holding water. Heavy breeding with high adult mosquito

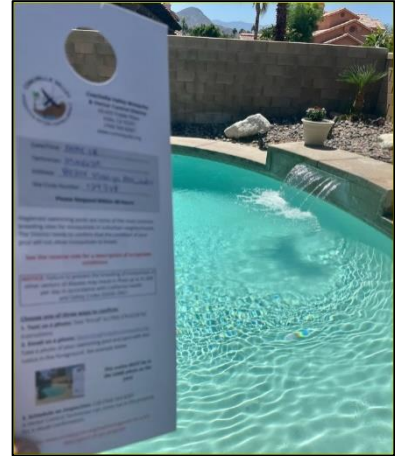
populations was found in the area. Vector Control Technicians used the ARGO to cut a path through the heavy vegetation to discover a leaking Artesian Well on the property.



Working with Levi Anderson, Environmental Services Specialist with the Coachella Valley Water District and Riverside Code Enforcement, a property visit was performed and identified two (2) additional uncontrolled artesian flowing wells. Riverside Code enforcement is sending a letter containing violations discovered during the property visit, as well as Coachella Valley Water District is sending a letter requesting them to fix the well and providing information regarding the Artesian Well Rebate Program. Oldembour Avalos, Field Supervisor is also sending a letter to the property owner with the District's Best Management Practices (BMP) for Artesian Well Maintenance. A certified Letter was received by the property owner on May 24<sup>th</sup>.



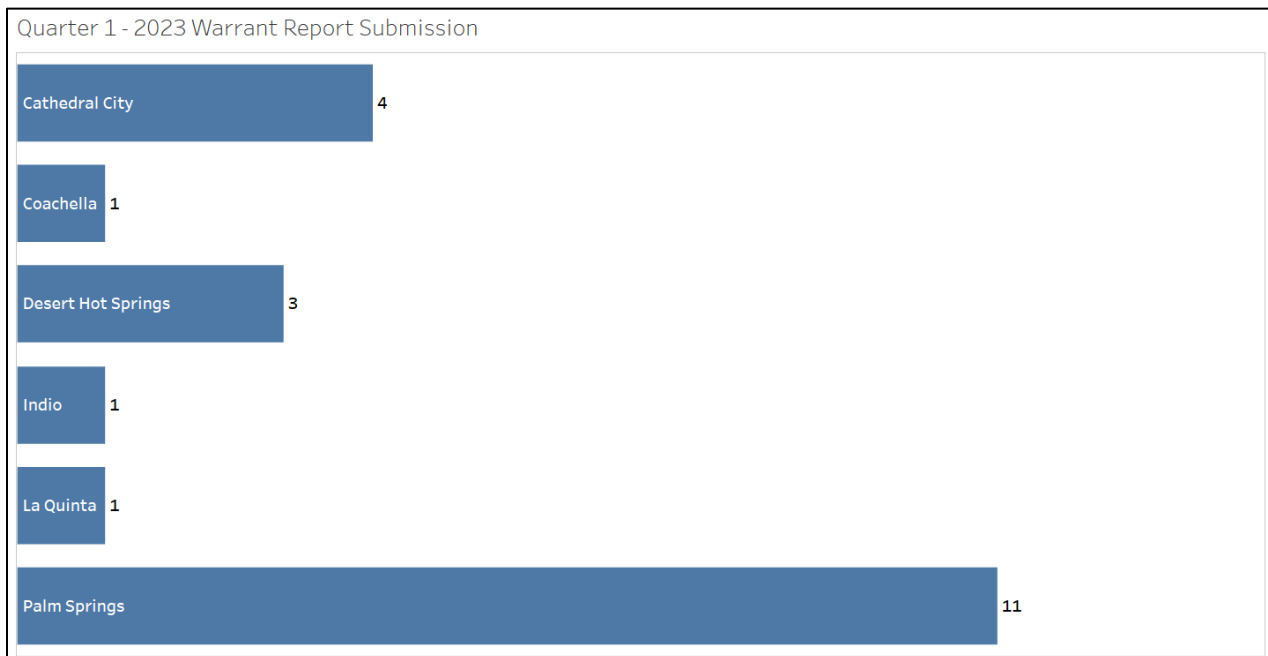
**Pool Program:** Operations distributed 100 Pool Program Door Hangers on May 22<sup>nd</sup> to all Vector Control Technicians to initiate the Pool Program Messaging System. Ten (10) residents have responded using the Zingle Platform, a two-way messaging platform, for communicating and soliciting feedback from homeowners. The platform will maximize a Vector Control Technician’s Time in their Zone and reduce time spent on managing known dry water sources when a resident utilizes the service.



The owner of the pool in the photo used Zingle to notify the District their Dry Pool is now a fully functional Blue Pool, which allowed Sarah Prendez, Administrative Clerk to remove the pool from the Zone Technician’s Pool List saving the Zone Technician labor, fuel, and travel time.

The Pool Door Hangers are currently only printed in English and will be translated into Spanish, as well as the messaging replies from Zingle.

**Warrant:** Every quarter throughout the year, the District submits a list of properties to the Superior Court of the State of California Country of Riverside—Palm Springs Branch, a list of occurrences the District exercised the Warrant to Inspect and Abate in the District Justification. In the recent quarter from January to March 2023, the District exercised the Warrant to Inspect and Abate twenty-one (21) times. Fifty-two (52%) percent of the utilization was in the City of Palm Springs.



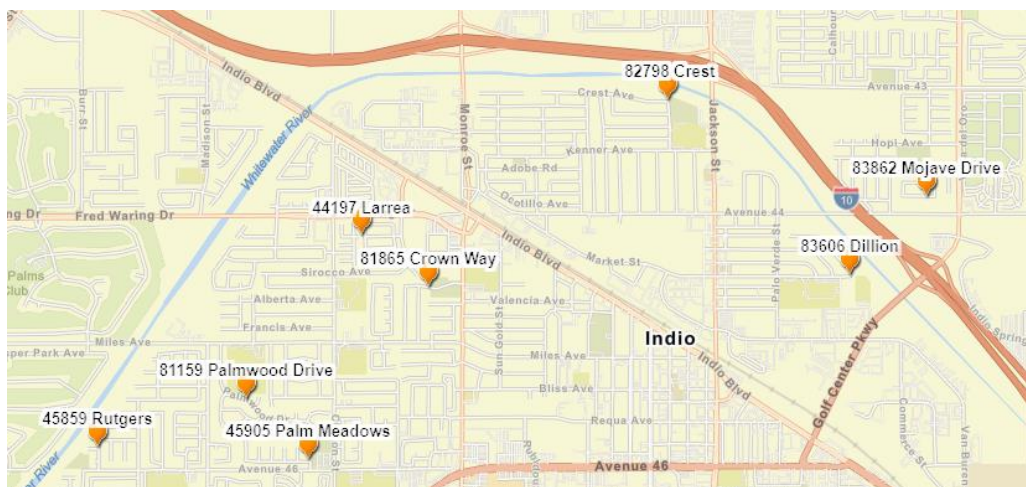
**Bankruptcy:** Trilogy's Coral Mountain Golf Course filed for Chapter 7 bankruptcy and owners of the golf course have partially shut off the water supply as reported by Channel 3 News, causing various water features to go stagnant, which will bring bacteria, algae, and mosquitoes.

Ingrassia, J. (2021, July 22). 'Escalating crisis' at La Quinta golf course: Water pumps padlocked as HOA takes owners to court. Kesq.com. Retrieved June 4, 2023, from <https://kesq.com/news/2021/07/22/escalating-crisis-at-la-quinta-golf-course-water-pumps-padlocked-as-hoa-takes-owners-to-court/>

On May 28<sup>th</sup>, a homeowner from Trilogy indicated, "Huge pools of weird water on the unmaintained golf course, near fairway 10 and hole 10..large body of water that isn't supposed to be there...has thousands of mosquitoes and other bugs everywhere....this is such a danger to us and our pets." Gregory Alvarado, Program Coordinator, had known about the bankruptcy and had Vector Control Technicians performing routine inspections.

Upon receiving the email notification, Gregory directed Alex Echenberg, Vector Control Technician to work with Gerald Chuzel, Biologist to follow up on the inspections made on the various water features, using mosquitofish, or applying treatments to provide mosquito control. Alex reported several of the water features water levels have dropped by two (2) feet in the past week with floating algae, and debris. One (1) water feature was transforming from a drywell to a growing pond measuring almost 6000 square feet. Heavy breeding was found in the grassy edges and a treatment was performed to provide control.

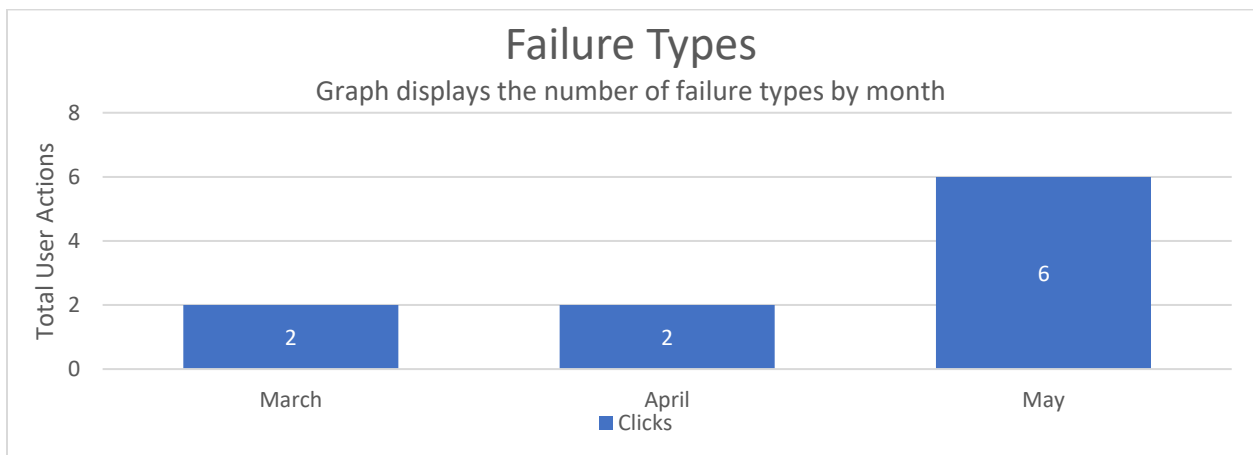
**Best Management Practices (BMP):** On May 23<sup>rd</sup>, the Operations Department held a meeting with Ricardo Mercado, City of Indio, Street Maintenance Division on the City's Street Cleaning Schedule and how our agencies can work together to improve the quality of life for Indio Residents. During the meeting, Geneva Ginn, Lead Vector Control Technician presented several water features needing attention, which Geneva shared with the City of Indio in an [ESRI Map](#), seen below. The District looks forward to working with the City of Indio, Street Maintenance Division to address high-treatment locations.



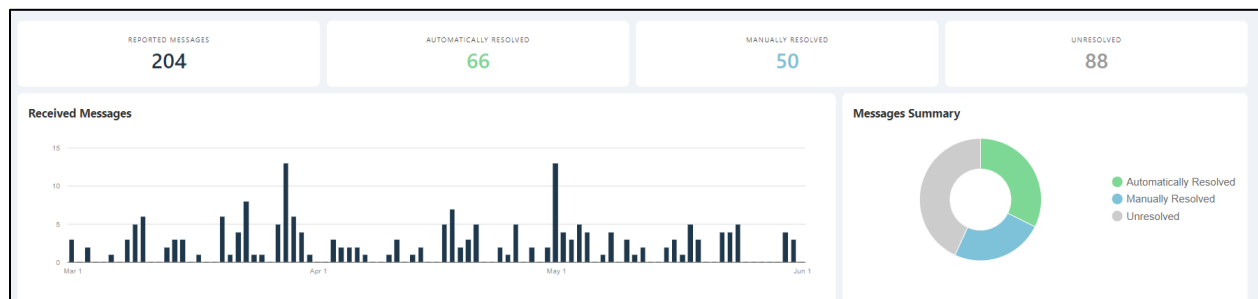
## INFORMATION TECHNOLOGY

**KnowBe4 Phishing Campaign:** All District Employees are part of bi-weekly phishing campaigns. Phishing campaigns are comprised of social engineering messages where an attacker sends a fraudulent message designed to trick a person into revealing sensitive information to the attacker or to deploy malicious software on the victim's infrastructure like ransomware.

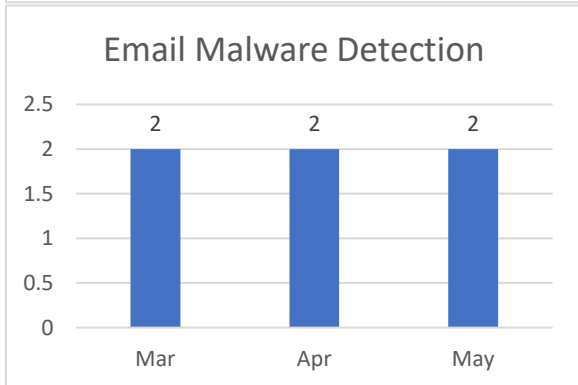
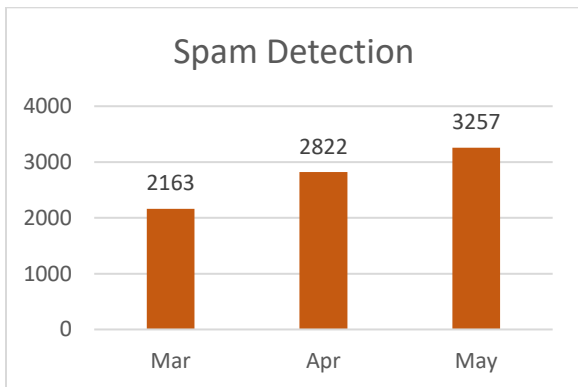
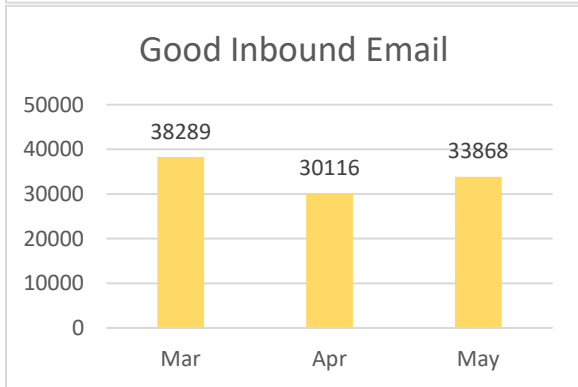
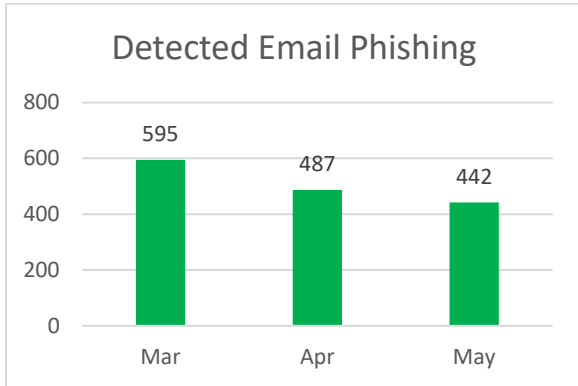
Reports indicate in March through May ten (10) click phishing failures were recorded. The most being in May. The email failures were related to HR Employment Data. The KnowBe4 Platform delivered three hundred and ninety-three (393) phishing messages to District Employees indicating the District has a very low failure rate of 2.5%. When a user fails to identify a phishing attempt, the user is automatically placed into a training group and receives a variety of training phishing sessions to increase users' ability to identify phishing attempts.



**Phishing ER:** Between March and May users reported 204 potential phishing messages. Phish ER removed 32% of these messages based on signatures and email reputation. The IT/GIS Department only needed to review 50 messages. Users submit unusual, unfamiliar, or questionable emails using the Phish ER Button, an Outlook Add-in, from their desktop computer or mobile device.



**Microsoft 365 Threat Protection Status:** Threat protection status graphs provide information about threats found prior to the email delivery, covering relevant detection technologies, policy types, and delivery actions.



**RIFA Inspection Form:** The OPS Application has been updated to “pre-populate five (5) fields on the RIFA Inspection Form: Temperature, Wind Direction, Wind Speed, Humidity and Golf Holes.

Weather information is being pre-populated from OpenWeather, an Open-Source Weather Service, that provides historical, current, and forecasted weather information.

Golf Holes are also being pre-populated with information from the Community Information in the OPS Application. IT/GIS is seeking feedback and asking Vector Control Technicians to report any anomalies in the data.

The screenshot shows a web form titled "New RIFA Inspection". It contains several input fields and dropdown menus. The fields for Temperature (54), Wind Direction (SE), Wind Speed (15), Humidity (83), and Golf Holes (18) are highlighted with an orange border. Other fields include Inspection Type (PreTreatment), RIFA Present (No), Survey (Select Survey Method), Total Bait Count, and Positive Bait Count. A checkbox for "Completed Baiting" is checked.

Inspection Type:	PreTreatment
RIFA Present:	No
Survey:	Select Survey Method
Temperature:	54
Wind Direction:	SE
Wind Speed:	15
Humidity:	83
Golf Holes:	18
Total Bait Count:	
Positive Bait Count:	
<input checked="" type="checkbox"/> Completed Baiting	



## Fleet

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**New Decal:** Fleet Services added a new decal to inform drivers the vehicle's speed is monitored by global position system (GPS), as seen below. Drivers who use the freeway have reported vehicles 'riding' their tailgates and suggested adding a decal to inform drivers the vehicle is obeying all posted speed limits.



## SURVEILLANCE AND QUALITY CONTROL MANAGEMENT PROGRAM

The vector-borne statewide surveillance program was established in 1969. The District began encephalitis surveillance in the early 1980s and the surveillance program has been in place since 1990. The District program includes the monitoring of vector and vector-borne diseases and the implementation, evaluation, and analysis of integrated vector management strategies in the Coachella Valley. The information generated by this department is used by District Operations and Public Outreach staff to ensure control measures are efficiently implemented in the field.

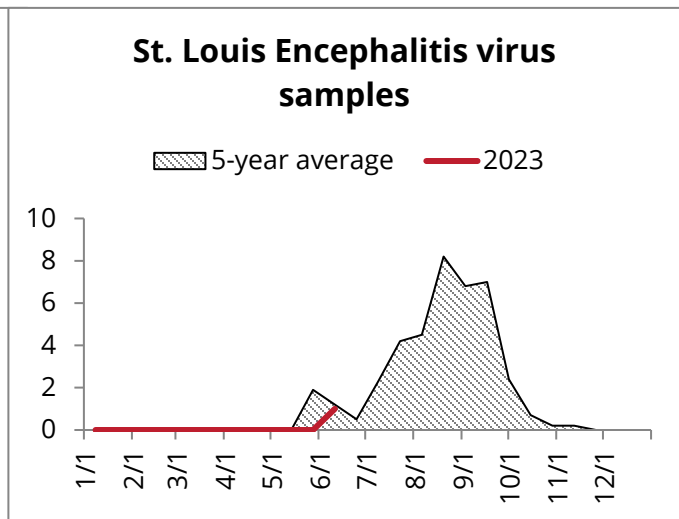
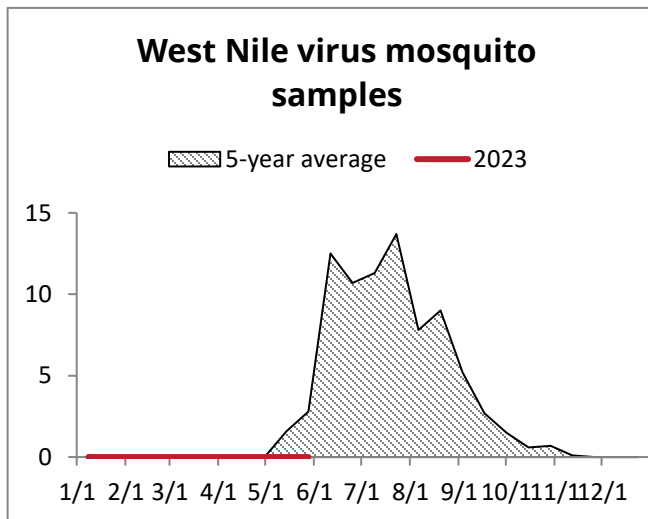
### DISEASE SURVEILLANCE (As of 6/7/2022)

#### California

	WNV - Positive 2023 YTD	WNV - Positive 2022 YTD	WNV - 5 year Average	WEE 2022 YTD	SLEV 2022 YTD
Positive Counties	7	8	8	0	0
Human Cases	0	0	0.2	0	0
Positive Dead Birds / # Tested	14/300	5/360	5.4	0	0
Positive Mosquito Pools / # Tested	5/7,415	16/6,317	13.4	0	0

### ARBOVIRUS SURVEILLANCE TESTING - COACHELLA VALLEY

		March	April	May	2023 YTD	2022 YTD	5-year Average YTD
<b>Humans</b>		0	0	0	0	0	0
<b>Dead Birds</b>		0	0	0	0	0	0
<b>Mosquito Pooled Samples</b>	<b>WNV</b>	0	0	0	0	1	8.8
	<b>SLEV</b>	0	0	0	1	0	3.8
	<b># Tested</b>	384	810	901	2,319	2,294	2,092



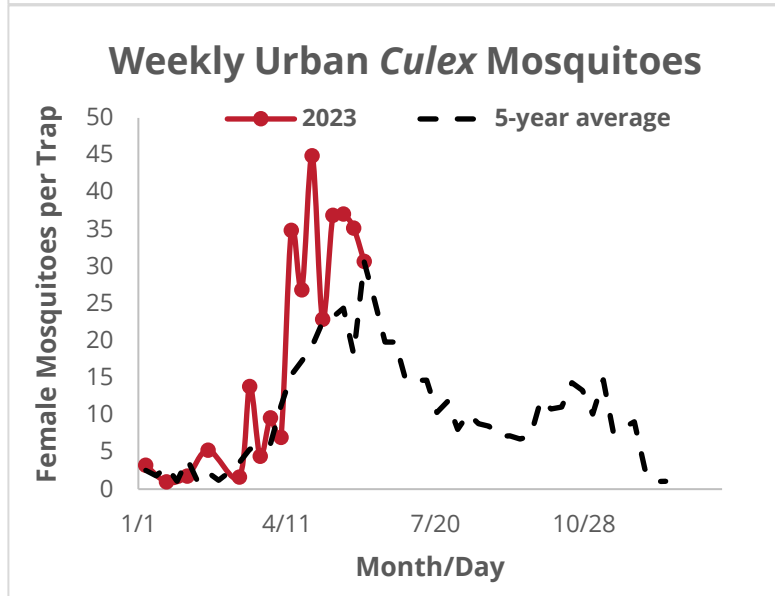
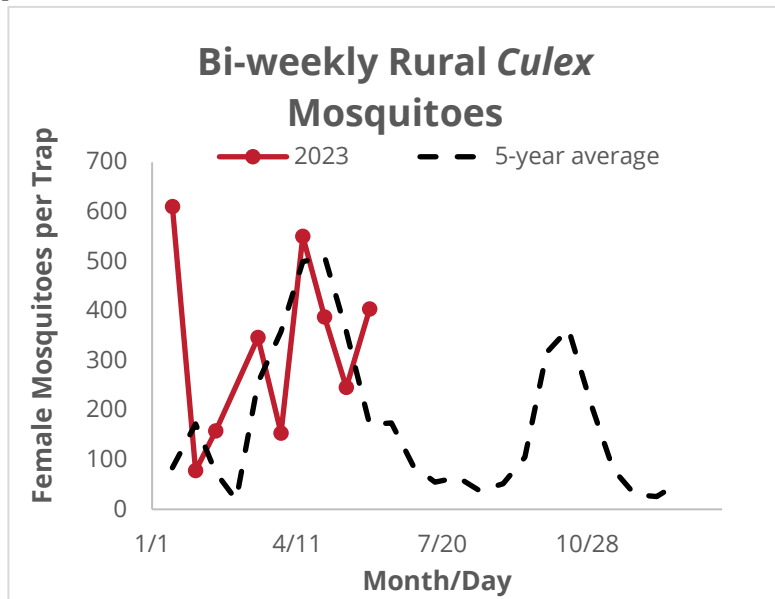
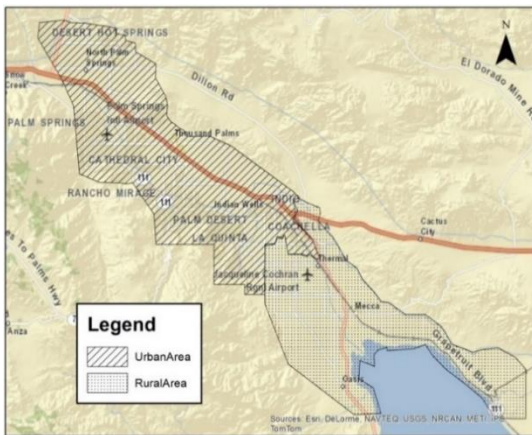
### MOSQUITO SURVEILLANCE

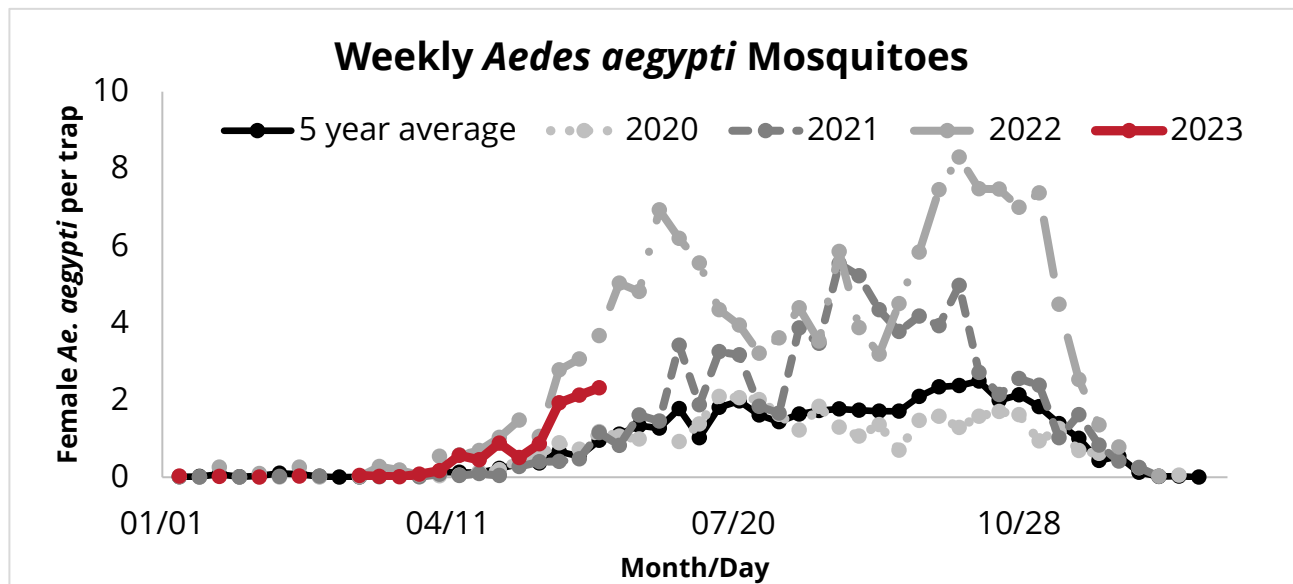
During the normal mosquito season (March through mid-November) the District Laboratory staff set traps at routine locations throughout the District to monitor the mosquito populations. Extra

emphasis is placed on mosquito species that are known to be vectors of viruses that cause disease in people. These vector species in the Coachella Valley are *Culex tarsalis*, *Cx. quinquefasciatus* and *Aedes aegypti*. Mosquito collections are compared to the average of the previous five years to determine if the population is abnormally high or low for the year. More information on how the traps attract mosquitoes can be found on the District webpage: <https://www.cvmosquito.org/public-health-threats/vectors-concern/pages/mosquito-traps>.

*Culex* mosquitoes are tested at the District laboratory for West Nile virus (WNV), St. Louis encephalitis virus (SLEV), and western equine encephalomyelitis virus (WEEV). WNV and SLEV are routinely detected in the Coachella Valley each year. The current year and the average activity for both viruses are depicted below. *Aedes* mosquitoes are sent to UC Davis to be tested for dengue, chikungunya, and Zika viruses.

### MOSQUITO COLLECTIONS





### BIOLOGICAL CONTROL

**Mosquitofish.** As of May 27, 2023, approximately 1,100 mosquitofish were stocked in neglected swimming pools, private ponds, detention basins, and animal watering troughs. The District raises its mosquitofish in outdoor ponds, and mosquitofish are taken by technicians to locations where they are needed.

**Sterilizing male mosquitoes.** The District purchased an irradiator which arrived on March 30. Part of the process of learning to use the machine is a breaking-in period. Kim Hung and Jacob Tarango have been exposing male mosquitoes to different doses of irradiation to determine whether the machine is working and which doses are appropriate for killing the sperm of the male mosquitoes while limiting other potential impacts to the male mosquitoes.



### PRODUCT EFFICACY

**Resistance in adult mosquitoes.** We conducted bottle assays to examine resistance to active ingredients in control products for adult mosquitoes. Here, resistance can mean the active ingredient is no longer effective against field populations. Populations are collected from the field and compared to a colony population known to be susceptible to the active ingredient. The mosquitoes are exposed to a small amount of product that coats the inside of bottles. We examined mosquito resistance in local rural and urban mosquitoes against Aqua-Reslin (permethrin with synergist) and Fyfanon ULV (malathion). Additionally, local rural mosquitoes (*Culex tarsalis*) were tested against Duet (prallethrin, sumithrin, and synergist) and Merus 3.0 (pyrethrins); local urban mosquitoes (*Culex quinquefasciatus*) were tested against Deltagard (deltamethrin) and Trumpet EC (naled).



The tested rural and urban mosquitoes indicate signs of resistance to all the products except Trumpet EC. This result is similar to previous years and points to the continued likelihood that some of these products will reach a point where we will no longer be able to make effective treatments for adult mosquito control. We use these results to prioritize which products will work best for applications this year as well as to prioritize the evaluation of other active ingredients as they become available. In June, we plan to evaluate Fyfanon ULV against urban mosquitoes as well as newly formulated products.

**Drone larvicide application.** Gerald Chuzel and Kim Hung have an ongoing evaluation with the Operations Department. Unmanned aerial vehicles (UAVs or drones) were used to apply Natular G30 (a.i.: spinosad) to a duck club pond. Water samples are taken from the pond and from untreated ponds to determine if the application was effective. The product is expected to control mosquito larvae for 30 days; samples indicated that it provided more than 70% inhibition of adults emerging for 35 days.



**Natular 20EC and Natular 2EC.** Natular 20EC and Natular 2EC have very similar formulations and ingredients (a.i.: spinosad); the difference is the sourcing of one ingredient. This difference means that Natular 2EC can be labeled as an organic product (at \$13.19 per ounce) while Natular 20EC is non-organic (at \$9.05 per ounce). We compared the products and found that the control was nearly identical. After the project was completed, the California Department of Pesticide Regulation completed their registration of Natular SC. Clarke Mosquito has indicated that they intend to stop manufacturing (or sunset) Natular 2EC and Natular 20EC, replacing it with Natular SC. We have purchased Natular SC to determine its efficacy and longevity.



**Excluding mosquitoes.** Yard drains can be a resting habitat for mosquitoes. Some districts encourage their residents to use screens or foam inserts to prevent mosquitoes from entering the drains. To best serve our residents, we wanted to determine the maintenance and replacement schedule of any inserts as well as to determine if our sandy environment might impact the effectiveness of these changes. We have installed several samples on our property, and we are evaluating them this summer.

## EXTERNAL RESEARCHERS

**Mosquito excreta.** Dr. Lark Coffey, at the University of California at Davis, is continuing her team's work to determine that traps designed to collect mosquito excreta (e.g., saliva and poop) will be an effective means of determining virus activity in the Coachella Valley. Currently, we need to test recently killed mosquitoes to determine if virus is present. These traps would allow us to keep some traps out continuously to better estimate virus activity.



**ATSB in storm drains.** Dr. Alec Gerry and David Popko, at the University of California at Riverside, are continuing their work in catch basins to determine the effectiveness of attractive toxic sugar bait stations (ATSB) as a control mechanism for adult mosquitoes. They completed their first trial in May, which will be reported in the semi-annual report in the July board packet.

**Fire Ant and Irrigated Baits.** Dr. David Oi, Research Entomologist, and Rachel Atchison, Biological Science Technician, from the USDA Center for Medical, Agricultural, and Veterinary Entomology (USDA-CMAVE) visited in May for their ongoing research for controlling red imported fire ants in the Coachella Valley. The projects examined the native ants of the Coachella Valley to determine what baits would be least palatable to them. Ideally, we would use a bait that is most attractive to the non-native red imported fire ants that is also uniquely attractive for them (meaning that only they find it something they want to carry to their nests and that other ants do not want to pick it up). They visited in early June, and their progress will be reported in the semi-annual report in the July board packet.

**USDA-CMAVE (mosquitoes and flies).** Dr. Ken Linthicum and Dr. Bob Aldridge visited in May to determine if we would be an appropriate location for the two projects they are coordinating. The first is to examine areas to see if satellite imagery can predict where we would find *Aedes* mosquitoes. The second is to find locations where traps could be set for examining a spatial repellent. A spatial repellent is a chemical that can be placed in an area to repel mosquitoes and flies (compared with personal repellent that a person applies to their skin or clothes). We found excellent locations for both projects and will continue to work with them this year.

### **ADDITIONAL DEPARTMENT ACTIVITIES**

**Gravid bait study.** Mike Esparza has led a test of whether we can reduce the amount of water we use in our gravid traps and get the same results. He worked with colleagues to pre-measure and mark the traps so that he could determine if using 1 gallon would collect the same number of mosquitoes as 2 gallons. He has completed the collections, and we are analyzing the results.

*TRAININGS.* District staff participated in a full day of training on March 24. The Laboratory team trained our colleagues on key aspects of larval and adult mosquito identification, including the routine task of estimating larvae. Lab staff members also participated with our colleagues in learning to handle fire extinguishers safely.



## Public Outreach and Educational Programs

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### Department Background

The goals of the Public Outreach Department include supporting the District Mission by providing educational opportunities for the public at large. The department divides such opportunities in a variety of ways to influence our residents in a strategic way.

Our science-based classroom visits focus on grades K-5. Presentations are based on California's Next Generation Science Standards (NGSS) and help support the teacher's curriculum. This program is led by Community Liaison Luz Moncada.

Adult educational presentations are a collaborative effort but our newest team member, Community Liaison Fernando Gutierrez is charged with developing a robust program in the coming years that will provide presentations and training to adults in settings such as HOA meetings or training maintenance workers to become champions of source reduction.

Call Center staff offer educational pieces to every caller in need of our services. Callers are looking for solutions the District can provide to them, and the call center staff Diana Reyes and Erica Frost provide ways callers can become empowered to help themselves and thereby help their community.

Community events are an excellent way to spread awareness, provide information, and answer questions by interacting with families, residents, and visitors alike. Event booths also show that the District is a part of the community. We live here and play here too.

Much time and effort are also dedicated to relationship management between government agencies and community partnerships. Presentations to City and Community Councils, state legislators, and professional associations are provided.

### Overview

This reporting period had the following outreach connections:

- 18 - Community Events
- 6 - Farmers Markets
- 4 - Community Presentations

These exchanges resulted in contact with about **2,000 Coachella Valley residents** asking questions, learning about vectors, and providing feedback.

As part of our spring promotional campaigns, began promoting our ListServ email list on social media and were able to gain almost 1,200 additional email addresses for this reporting period. We will continue to promote through



the end of June and anticipate our ListServ to grow to around **5,500 email addresses** in total by the end of this fiscal year.

### **Follow Up Requests from the Board of Trustees**

At the March 14, 2023, Board meeting, the Trustee discussion included improvements to communication. Topics will be addressed below.

1. Allowing the website ([www.cvmosquito.org](http://www.cvmosquito.org)) to include multiple languages.
  - a. The District's web host CivicPlus included a feature in which any website visitor could select their language of choice and Google Translate will present the website in that language. Unfortunately, Google Translate is no longer supported on websites and has been phased out. Our current web host does not have an alternative translation service, one reason we are redesigning the website in FY 23/24.
2. Link from each City in the District's service area directly to our site.
  - a. Although some cities already included the District's website link from their own, each city was contacted and either asked to check for the correct link or asked to include our link on their website. As of today, here are the web pages from each city where the District's website is posted:
    - Cathedral City – <https://www.cathedralcity.gov/i-want-to/get/links-organizations>
    - Coachella - <https://www.coachella.org/residents>
    - DHS – <https://www.cityofdhs.org/public-works-resources/>
    - Indian Wells – <https://www.cityofindianwells.org/services/vector-control>
    - Indio – <https://www.indio.org/services/get/-fsiteid-1#!/>
    - La Quinta – <https://www.laquintaca.gov/residents/local-resources>
    - Palm Desert – <https://www.palmdesert.gov/residents/living-in-palm-desert>
    - Palm Springs – <https://www.palmspringsca.gov/government/residents>
    - Rancho Mirage – <https://ranchomirageca.gov/residents/living-in-rancho-mirage/local-area-agencies/>
3. DEI or JEDI in communication and/or recruiting
  - a. The District spring advertising campaign is in full bloom (pun intended) and similar to the 2022 season, this year we contracted with some of the area's businesses that cater to the LGBTQ community including KGAY.



## Internships and staff changes



On May 30, the Outreach team welcomed two part-time interns to assist in outreach, and social media, and gain experience in communications within the public service sector. Alex Camacho served in the US Marine Corps until 2011 and is currently enrolled at CSUSB studying film and television production. Juliette l'Anson has taken courses at COD and is looking forward to learning about public health as

she navigates her future.

Day #1 was packed with all things CVMVCD but a highlight was traveling to KESQ's TV station to observe Public Information Manager Tammy Gordon in an on-camera interview. Our group toured the station which is always a fun experience for those new to the field. The pre-recorded interview will play on June 11 on Desert Chat.



On June 9 we will say goodbye to Community Liaison Luz Moncada who will be searching for new experiences outside of California. Luz started at the District amid the pandemic in 2020. From there, she adapted to the hybrid world and developed our elementary school programs. Presenting both virtual and onsite, Luz has been an integral part of our outreach program and we wish her good luck in future endeavors.



**Coachella Valley Mosquito  
and Vector Control District**

**June 13, 2023**

**Staff Report**

**Agenda Item:** Informational Item

Important Budget Meeting Dates – **Finance Committee**

**Background:**

The Finance Committee and staff have scheduled the following meetings in preparation for the development of FY 2023-24 Budget. Please mark your calendars. We hope you can join us at these meetings as your input is very important.

- ~~Tuesday, April 11, 2023 – Finance Committee Meeting 1:00 p.m. to 2:30 p.m. to discuss Budget draft #1~~
- ~~Tuesday, May 2, 2023 – Finance Committee Meeting 1:00 p.m. to 3:00 p.m. to review the final Budget draft~~
- ~~Tuesday, May 9, 2023 – Budget workshop with Board 4:30 p.m. to 5:30 p.m. (Regular Finance Committee meeting: 3:30 p.m. to 4:30 p.m.)~~
- Tuesday, June 13, 2023 - Regular Board meeting – Approval of FY 2023-24 Budget
- Tuesday, July 11, 2023 – Regular Board meeting and Public Hearing – Adopt Resolution approving Engineer’s Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for fiscal year 2023-24

## Mosquito and Vector Control Association of California Bill Status Report as of 5/26/2023

### [AB 98](#)

**(Aguiar-Curry D) Agriculture: cotton pests abatement districts: organization and establishment: authorized counties.**

**Current Text:** Introduced: 1/9/2023 [html](#) [pdf](#)

**Introduced:** 1/9/2023

**Status:** 5/3/2023-Referred to Com. on GOV. & F.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law provides procedures for the formation of pest abatement districts for the purpose of pest control or abatement. The Cotton Pests Abatement District Act authorizes the organization and establishment of cotton pests abatement districts by the boards of supervisors of the Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura. This bill would remove the authority to establish these districts in the Counties of Orange, San Diego, and Ventura.

**Position**                      **Rank**    **Group**  
Watch                                      03 - Low Priority

### [AB 99](#)

**(Connolly D) Department of Transportation: state roads and highways: integrated pest management.**

**Current Text:** Amended: 4/17/2023 [html](#) [pdf](#)

**Introduced:** 1/9/2023

**Last Amend:** 4/17/2023

**Status:** 5/23/2023-In Senate. Read first time. To Com. on RLS. for assignment.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Would require the Department of Transportation to adopt, on or before January 1, 2025, a statewide policy to use integrated pest management, as defined, on state roads and highways, as specified, and to implement the statewide policy in cities or counties that have adopted integrated pest management approaches to road-side vegetation management. The bill would require the Department of Transportation, in developing the statewide policy, to consult with the Department of Pesticide Regulation and the University of California Statewide Integrated Pest Management Program. The bill would require the Department of Transportation, when operating in a city or a county that has a more restrictive approach than the statewide policy, to the extent feasible, to operate in a manner consistent with the approach mandated by the city or the county. The bill would require the Department of Transportation, on or before December 31, 2025, and annually thereafter, to make publicly available on its internet website the amount, location, and type of pesticides, and the pesticide formulation, by city and county, it uses, and, at least 24 hours before applying a pesticide, would require the Department of Transportation to provide on its internet website and mobile application, and through any other means of communication deemed appropriate by the applicable state transportation district, information on when and where it plans to apply the pesticide.

**Position**                      **Rank**    **Group**  
Watch                                      01 - High Priority

### [AB 332](#)

**(Lee D) Rabies control data.**

**Current Text:** Amended: 4/12/2023 [html](#) [pdf](#)

**Introduced:** 1/30/2023

**Last Amend:** 4/12/2023

**Status:** 5/24/2023-Referred to Com. on HEALTH.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law governs the seizure, rescue, adopting out, and euthanasia of abandoned and surrendered animals by animal control officers, law enforcement officers, animal shelters, and rescue organizations. Current law requires the governing body of each city, city and county, or county to maintain or provide for the maintenance of an animal shelter system and a rabies control program. This bill would require the State Department of Public Health to collect certain rabies control program data from each city, city and county, or county, as outlined. By increasing the data collected from each city, city and county, and county, this bill would create a state-mandated local program.

**Position**                      **Rank**    **Group**  
Watch                                      03 - Low Priority

### [AB 333](#)

**(Nguyen, Stephanie D) Vehicles: abatement of abandoned vehicles.**

**Current Text:** Introduced: 1/30/2023 [html](#) [pdf](#)

**Introduced:** 1/30/2023

**Status:** 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was TRANS. on 2/9/2023) (May be acted upon Jan 2024)

Desk	<b>2 year</b>	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law authorizes a county satisfying specified conditions to establish a service authority for the abatement of abandoned vehicles and to impose a \$1 vehicle registration fee. Current law authorizes a service authority to adopt an ordinance establishing procedures for the abatement, removal, and disposal, as a public nuisance, of an abandoned, wrecked, dismantled, or inoperative vehicle or part of the vehicle from private or public property and for the recovery of costs associated with the enforcement of the ordinance. This bill would allow the ordinance to provide for the issuance of permits or licenses, consistent with local nuisance codes and in cooperation with local code enforcement authorities, regarding the temporary parking allowance of abandoned, wrecked, dismantled, or inoperative vehicles and to authorize any necessary investigations and inspections related to the determination of a public nuisance.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	03 - Low Priority	

**AB 340 (Fong, Vince R) California Environmental Quality Act: grounds for noncompliance.**

**Current Text:** Introduced: 1/30/2023 [html](#) [pdf](#)

**Introduced:** 1/30/2023

**Status:** 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was NAT. RES. on 2/9/2023)(May be acted upon Jan 2024)

Desk	<b>2 year</b>	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** The California Environmental Quality Act (CEQA) prohibits an action or proceeding from being brought in a court to challenge the approval of a project by a public agency unless the alleged grounds for noncompliance are presented to the public agency orally or in writing by a person during the public comment period provided by CEQA or before the close of the public hearing on the project before the issuance of the notice of determination. This bill would require the alleged grounds for noncompliance with CEQA presented to the public agency in writing be presented at least 10 days before the public hearing on the project before the issuance of the notice of determination. The bill would prohibit the inclusion of written comments presented to the public agency after that time period in the record of proceedings and would prohibit those documents from serving as basis on which an action or proceeding may be brought.

<b>Position</b>	<b>Rank</b>	<b>Group</b>

**AB 345 (Wilson D) Habitat restoration: flood control: advance payments.**

**Current Text:** Amended: 3/20/2023 [html](#) [pdf](#)

**Introduced:** 1/31/2023

**Last Amend:** 3/20/2023

**Status:** 5/25/2023-Read third time. Passed. Ordered to the Senate.

Desk	Policy	Fiscal	Floor	<b>Desk</b>	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law authorizes the Department of Water Resources to make examinations of lands subject to inundation and overflow by floodwaters and of the waters causing the inundation or overflow and to make plans and estimates of the cost of works to regulate and control the floodwaters. Current law also vests in the department charge of all expenditures unless otherwise provided by law for all public works relating to general river and harbor improvements, including reclamation and drainage of lands. Current law authorizes the department to cooperate and contract with any agency of the state or of the United States in order to carry out its powers and purposes. Current law establishes the Central Valley Flood Protection Board and authorizes the board to engage in various flood control activities along the Sacramento River, the San Joaquin River, their tributaries, and related areas. This bill would authorize the department or the board to provide advance payments, as defined, to local agencies for projects that restore habitat for threatened and endangered species under state or federal law or improve flood protection, as provided. The bill would prohibit the amount of funds advanced by the department or the board to the local agency at any one time from exceeding 25% of the entire amount authorized to be provided under the funding agreement.

<b>Position</b>	<b>Rank</b>	<b>Group</b>

**AB 363 (Bauer-Kahan D) Pesticides: neonicotinoids for nonagricultural use: reevaluation: control measures.**

**Current Text:** Amended: 3/6/2023 [html](#) [pdf](#)

**Introduced:** 2/1/2023

**Last Amend:** 3/6/2023

**Status:** 5/18/2023-From committee: Do pass. (Ayes 11. Noes 4.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #74 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Would require the Department of Pesticide Regulation, by July 1, 2024, to issue a determination, taking into account the latest science, with respect to a reevaluation of neonicotinoids, as defined, on pollinating insects, aquatic ecosystems, and human health when used for the nonagricultural protection of outdoor ornamental plants, trees, and turf, and, by July 1, 2026, to adopt control measures for that use that are necessary to protect pollinating insects, aquatic ecosystems, and human health, as provided. The bill would require that the reevaluation consider the impacts to pollinating insects, aquatic ecosystems, and human health, including, except as provided, the cumulative impacts of exposure, which the bill would define for these purposes.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	02 - Medium Priority	

**[AB 557](#)**

**(Hart D) Open meetings: local agencies: teleconferences.**

**Current Text:** Introduced: 2/8/2023 [html](#) [pdf](#)

**Introduced:** 2/8/2023

**Status:** 5/24/2023-Referred to Coms. on GOV. & F. and JUD.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** The Ralph M. Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency’s jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. Current law, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with those specified teleconferencing requirements in specified circumstances when a declared state of emergency is in effect, or in other situations related to public health, as specified. If there is a continuing state of emergency, or if state or local officials have imposed or recommended measures to promote social distancing, current law requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures. Current law requires a legislative body that holds a teleconferenced meeting under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option. Current law prohibits a legislative body that holds a teleconferenced meeting under these abbreviated teleconferencing procedures from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. This bill would extend the above-described abbreviated teleconferencing provisions when a declared state of emergency is in effect, or in other situations related to public health, as specified, indefinitely.

<b>Position</b>	<b>Rank</b>	<b>Group</b>

**[AB 563](#)**

**(Waldron R) State Department of Public Health.**

**Current Text:** Introduced: 2/8/2023 [html](#) [pdf](#)

**Introduced:** 2/8/2023

**Status:** 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/8/2023) (May be acted upon Jan 2024)

<b>2 year</b>	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law establishes the State Department of Public Health in the California Health and Human Services Agency. This bill would make a technical, nonsubstantive change to that provision.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	03 - Low Priority	

**AB 652**

**(Lee D) Department of Pesticide Regulation Environmental Justice Advisory Committee.**

**Current Text:** Amended: 3/6/2023 [html](#) [pdf](#)

**Introduced:** 2/9/2023

**Last Amend:** 3/6/2023

**Status:** 5/18/2023-From committee: Do pass. (Ayes 11. Noes 4.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #146 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Would require the Department of Pesticide Regulation, by January 1, 2025, to establish and convene a Department of Pesticide Regulation Environmental Justice Advisory Committee, as provided, that would formally review the activities and programs under the jurisdiction of the department and that would provide recommendations to the department on ways to integrate environmental justice considerations into department programs, policies, decisionmaking, and activities, and on how the department can improve its communication with communities with the most significant exposure to pesticides. The bill would require the advisory committee to hold, at a minimum, quarterly meetings and to periodically post on the department’s internet website its recommendations. The bill would also require the department to periodically post on its internet website an update on its efforts to incorporate the advisory committee’s recommendations.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	03 - Low Priority	

**AB 740**

**(Gabriel D) Department of General Services: drone cybersecurity.**

**Current Text:** Amended: 3/9/2023 [html](#) [pdf](#)

**Introduced:** 2/13/2023

**Last Amend:** 3/9/2023

**Status:** 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was A. & A.R. on 3/21/2023)(May be acted upon Jan 2024)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Would require the Department of General Services, in consultation with the Chief of the Office of Information Security, to adopt rules and regulations, by January 1, 2025, to ensure that each unmanned aircraft and unmanned aircraft system used by a government entity, as defined, in part, to include local governmental entities, for any purpose meets appropriate safeguards to ensure the confidentiality, integrity, and availability of any data collected, transmitted, or stored by that unmanned aircraft or unmanned aircraft system, as specified; and to specify requirements for a comprehensive plan to be adopted by a government entity to discontinue the use of noncompliant aircraft and systems, as specified. This bill would, beginning on the date the department adopts the rules and regulations, authorize a government entity to use unmanned aircraft or unmanned aircraft systems it did not previously use only if that aircraft or system complies with those rules and regulations. The bill would, by July 1, 2025, require a government entity that uses a noncompliant aircraft or system to submit to the department a comprehensive plan for discontinuing its use, as specified.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	01 - High Priority	

**AB 774**

**(Mathis R) Invasive pests: list.**

**Current Text:** Introduced: 2/13/2023 [html](#) [pdf](#)

**Introduced:** 2/13/2023

**Status:** 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. on 4/19/2023) (May be acted upon Jan 2024)

Desk	Policy	2 year	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law requires the Department of Food and Agriculture to develop and maintain a list of invasive pests, defined to mean animals, plants, insects, and plant and animal diseases or groups of those animals, plants, insects, and plant and animal diseases where introduction into California would or would likely cause economic or environmental harm, that have a reasonable likelihood of entering California for which a detection, exclusion, eradication, control, or management action by the state might be appropriate. This bill would require the department to post the list on its internet website.

<b>Position</b>	<b>Rank</b>	<b>Group</b>

**AB 828**

**(Connolly D) Sustainable groundwater management: managed wetlands.**

**Current Text:** Amended: 4/17/2023 [html](#) [pdf](#)

**Introduced:** 2/13/2023



**Last Amend:** 4/17/2023

**Status:** 4/28/2023-Failed Deadline pursuant to Rule 61(a)(2). (Last location was W.,P. & W. on 3/2/2023)(May be acted upon Jan 2024)

Desk	<b>2 year</b>	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** The Sustainable Groundwater Management Act requires all groundwater basins designated as high- or medium-priority basins by the Department of Water Resources that are designated as basins subject to critical conditions of overdraft to be managed under a groundwater sustainability plan or coordinated groundwater sustainability plans by January 31, 2020, and requires all other groundwater basins designated as high- or medium-priority basins to be managed under a groundwater sustainability plan or coordinated groundwater sustainability plans by January 31, 2022, except as specified. Current law defines various terms for purposes of the act. This bill would add various defined terms for purposes of the act, including the term "managed wetland."

**Position** **Rank** **Group**

**AB 1016 (Jones-Sawyer D) Pest control operations: aircraft operations: private applicator.**

**Current Text:** Amended: 3/9/2023 [html](#) [pdf](#)

**Introduced:** 2/15/2023

**Last Amend:** 3/9/2023

**Status:** 5/18/2023-From committee: Do pass. (Ayes 14. Noes 0.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	<b>Floor</b>	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #215 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Current law makes it unlawful for any person to operate an aircraft in pest control unless, among other things, the pilot operating the aircraft holds a valid manned or unmanned pest control aircraft pilot's certificate issued by the Director of Pesticide Regulation. Current law requires each unmanned pest control aircraft pilot's certificate to designate the pilot's status as a journeyman, apprentice, or vector control technician, and requires an applicant for a manned or unmanned pest control aircraft pilot's certificate to pass an examination as a condition of licensure. This bill would additionally include the status of private applicator as a designation under the unmanned pest control aircraft pilot's certificate. The bill would prohibit an individual with a private applicator unmanned pest control aircraft pilot's certificate from applying pesticides except for the purpose of producing an agricultural commodity on property owned, leased, or rented by the pilot or their employer.

**Position** **Rank** **Group**  
Watch 01 - High Priority

**AB 1042 (Bauer-Kahan D) Pesticides: seeds.**

**Current Text:** Amended: 3/16/2023 [html](#) [pdf](#)

**Introduced:** 2/15/2023

**Last Amend:** 3/16/2023

**Status:** 5/18/2023-From committee: Do pass. (Ayes 11. Noes 4.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	<b>Floor</b>	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #218 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Would require the Director of Pesticide Regulation to adopt regulations to govern the use and disposal of seeds treated with a pesticide and to prohibit the use of seeds treated with a pesticide that meets specified conditions. Because a violation of these regulations would be a crime, the bill would impose a state-mandated local program. The bill would prohibit a person from selling, delivering, or using seeds treated with a pesticide that is not registered for use. The bill would require, on and after January 1, 2025, a use report to be submitted by, or on behalf of, a grower to the director or a county agricultural commissioner when seeds treated with a pesticide are used by the grower in the state and would require the director or commissioner, on and after January 1, 2026, to annually report to the public the pounds of pesticides applied as seed treatment in California and the cumulative acres planted with seeds treated with a pesticide in California, as specified. By imposing this reporting requirement on county agricultural commissioners, this bill would create a state-mandated local program.

**Position** **Rank** **Group**  
Watch 02 - Medium Priority

**AB 1063 (Gabriel D) Nurse-to-patient staffing ratios: annual report.**

**Current Text:** Amended: 4/27/2023 [html](#) [pdf](#)

**Introduced:** 2/15/2023

**Last Amend:** 4/27/2023

**Status:** 5/18/2023-From committee: Do pass. (Ayes 11. Noes 4.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #225 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Current law requires the State Department of Public Health to adopt regulations establishing minimum, specific, and numerical licensed nurse-to-patient ratios by licensed nurse classification and by hospital unit for all specified health facilities. Current law requires that the ratios establish the minimum number of registered and licensed nurses to be allocated, and requires additional staff to be assigned in accordance with documented patient classification systems. This bill would require the department to conduct an annual review of its enforcement of the regulations and submit a report to the Legislature on an annual basis.

<b>Position</b>	<b>Rank</b>	<b>Group</b>
Watch	03 - Low Priority	

**AB 1322 (Friedman D) Pesticides: second-generation anticoagulant rodenticide: diphacinone.**

**Current Text:** Amended: 4/25/2023 [html](#) [pdf](#)

**Introduced:** 2/16/2023

**Last Amend:** 4/25/2023

**Status:** 5/18/2023-Joint Rule 62(a), file notice suspended. From committee: Do pass. (Ayes 12. Noes 3.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #256 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** Current law prohibits the use of second-generation anticoagulant rodenticides in wildlife habitat areas. Current law additionally prohibits the use of second-generation anticoagulant rodenticides, as defined, in the state until the Director of Pesticide Regulation certifies to the Secretary of State that, among other things, the Department of Pesticide Regulation, in consultation with the Department of Fish and Wildlife, has adopted any additional restrictions necessary to ensure that continued use of second-generation anticoagulant rodenticides is not reasonably expected to result in significant adverse effects to nontarget wildlife, as provided. Current law exempts the use of second-generation anticoagulant rodenticides from these prohibitions under certain circumstances. Current law requires the director, and each county agricultural commissioner under the direction and supervision of the director, to enforce the provisions regulating the use of pesticides. A violation of these provisions is a misdemeanor. This bill would also prohibit the use of diphacinone in a wildlife habitat area and in the state and would generally apply the above provisions to diphacinone. The bill would change the above-described condition required for the director to make the certification to the Secretary of State to instead provide that the Department of Pesticide Regulation, in consultation with, and with the concurrence of, the Department of Fish and Wildlife, has adopted any additional restrictions, including a requirement to implement integrated pest management procedures before the use of second-generation anticoagulant rodenticides, necessary to ensure that less than 10% of a scientifically representative sample of individuals of specified species has a detectable level of any second-generation anticoagulant rodenticide or any of its metabolites in blood samples, as provided.

<b>Position</b>	<b>Rank</b>	<b>Group</b>

**AB 1484 (Zbur D) Temporary public employees.**

**Current Text:** Amended: 5/18/2023 [html](#) [pdf](#)

**Introduced:** 2/17/2023

**Last Amend:** 5/18/2023

**Status:** 5/22/2023-Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #420 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** (1)Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. Existing law generally requires that the scope of representation under the act include all matters relating to employment conditions and employer-employee relations, while excepting the consideration of the merits, necessity, or organization of any service or activity provided by law or executive order. Existing law states that the Legislature finds and declares that the duties and responsibilities of local agency employer representatives under the act are substantially similar to the duties and responsibilities required under existing collective bargaining enforcement procedures and therefore the costs incurred by the local



agency employer representatives in performing those duties and responsibilities under that act are not reimbursable as state-mandated costs. This bill would impose specified requirements with respect to the temporary employees, as defined, of a public employer who have been hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization. In this regard the bill would require those temporary employees to be automatically included in the same bargaining unit as the permanent employees, as specified, upon the request of the recognized employee organization. The bill would also require a public employer to, upon hire, provide each temporary employee with their job description, wage rates, and eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions. By imposing new duties on local agencies that employ temporary employees, the bill would impose a state-mandated local program. The bill would require complaints alleging a violation of its provisions to be processed as unfair practice charges under the act. The bill would additionally include the same findings and declarations as set forth above. This bill contains other related provisions and other existing laws.

**Position**                      **Rank**    **Group**  
 Watch                                      01 - High Priority

**AB 1662 (Quirk-Silva D) State Department of Public Health.**

**Current Text:** Introduced: 2/17/2023 [html](#) [pdf](#)

**Introduced:** 2/17/2023

**Status:** 5/5/2023-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/17/2023) (May be acted upon Jan 2024)

<b>2 year</b>	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Existing law establishes the State Department of Public Health, and transferred the responsibility for specified health programs from the former State Department of Health Services to the State Department of Public Health, as prescribed. This bill would make technical, nonsubstantive changes to that provision.

**Position**                      **Rank**    **Group**  
 Watch                                      03 - Low Priority

**AB 1712 (Irwin D) Personal information: data breaches.**

**Current Text:** Amended: 4/27/2023 [html](#) [pdf](#)

**Introduced:** 2/17/2023

**Last Amend:** 4/27/2023

**Status:** 5/18/2023-Joint Rule 62(a), file notice suspended. From committee: Do pass. (Ayes 15. Noes 0.) (May 18). Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 5/26/2023 #315 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

**Summary:** The Information Practices Act of 1977 requires any agency that owns or licenses computerized data that includes personal information to disclose any breach of the security of the system following discovery or notification of the breach, as specified. The act also requires any agency that maintains computerized data that includes personal information that the agency does not own to notify the owner or licensee of the information of any breach of the security of the data, in accordance with certain procedures. Current law requires the security breach notification to include specified information, including, among other things, the names and addresses of the major credit reporting agencies. Current law authorizes the security breach notification to include, at the discretion of the agency, among other things, advice on steps that people whose information has been breached may take to protect themselves. This bill would additionally require the security breach notification to include the internet websites of the major credit reporting agencies and the Uniform Resource Locator for the main internet website operated by the Federal Trade Commission to provide information for victims of identity theft.

**Position**                      **Rank**    **Group**  
 Watch                                      03 - Low Priority

**AB 1752 (Committee on Agriculture) Bees: pesticides: civil penalties.**

**Current Text:** Amended: 4/17/2023 [html](#) [pdf](#)

**Introduced:** 2/21/2023

**Last Amend:** 4/17/2023

**Status:** 5/10/2023-Referred to Com. on AGRI.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 6/5/2023 3 p.m. or upon adjournment of Session - 1021 O Street, Room 1200 SENATE AGRICULTURE, HURTADO, MELISSA, Chair

**Summary:** Current law requires the Director of Pesticide Regulation to adopt regulations necessary to minimize the hazard to bees, while still providing for the reasonable and necessary application of pesticides toxic to bees to blossoming plants, as specified. Under current law, a failure to comply with those regulations is subject to a civil penalty of not more than \$500 for each day that the violation continues and, after a warning notice of 7 days is given, is an infraction. In addition to the civil penalty and infraction described above, this bill would authorize a county agricultural commissioner, in lieu of a civil prosecution by the director, to levy a civil penalty of not more than \$3,000 per violation against a person violating those regulations, as specified.

**Position**                      **Rank**    **Group**  
 Watch                                      01 - High Priority

**SB 23**      **(Caballero D) Water supply and flood risk reduction projects: expedited permitting.**

**Current Text:** Amended: 5/1/2023      [html](#)      [pdf](#)

**Introduced:** 12/5/2022

**Last Amend:** 5/1/2023

**Status:** 5/19/2023-Failed Deadline pursuant to Rule 61(a)(5). (Last location was APPR. SUSPENSE FILE on 5/15/2023)(May be acted upon Jan 2024)

Desk	Policy	<b>2 year</b>	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered	
1st House				2nd House								

**Summary:** Current law prohibits an entity from substantially diverting or obstructing the natural flow of, or substantially changing or using any material from the bed, channel, or bank of, any river, stream, or lake, or deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake, except under specified conditions, including requiring the entity to send written notification to the Department of Fish and Wildlife regarding the activity in the manner prescribed by the department. This bill would require a project proponent, if already required to submit a notification to the department, to submit to the department the certified or adopted environmental review document, as applicable, for the activity in the notification. The bill would require the department, under prescribed circumstances, to take certain actions within specified timelines, or within a mutually agreed-to extension of time.

**Position**                      **Rank**    **Group**

**SB 411**      **(Portantino D) Open meetings: teleconferences: neighborhood councils.**

**Current Text:** Amended: 4/24/2023      [html](#)      [pdf](#)

**Introduced:** 2/9/2023

**Last Amend:** 4/24/2023

**Status:** 5/15/2023-Read third time. Urgency clause adopted. Passed. (Ayes 30. Noes 5.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	<b>Desk</b>	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered	
1st House				2nd House								

**Summary:** The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. The act generally requires for teleconferencing that the legislative body of a local agency that elects to use teleconferencing post agendas at all teleconference locations, identify each teleconference location in the notice and agenda of the meeting or proceeding, and have each teleconference location be accessible to the public. Current law also requires that, during the teleconference, at least a quorum of the members of the legislative body participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. This bill, until January 1, 2028, would authorize an eligible legislative body to use alternate teleconferencing provisions related to notice, agenda, and public participation, as prescribed, if the city council has adopted an authorizing resolution and 2/3 of an eligible legislative body votes to use the alternate teleconferencing provisions. The bill would define "eligible legislative body" for this purpose to mean a neighborhood council that is an advisory body with the purpose to promote more citizen participation in government and make government more responsive to local needs that is established pursuant to the charter of a city with a population of more than 3,000,000 people that is subject to the act.

**Position**                      **Rank**    **Group**  
 Watch                                      03 - Low Priority

**SB 511**      **(Blakespear D) Greenhouse gas emissions inventories.**

**Current Text:** Amended: 4/24/2023      [html](#)      [pdf](#)

**Introduced:** 2/14/2023

**Last Amend:** 4/24/2023

**Status:** 5/25/2023-In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions and to update the scoping plan at least once every 5 years. This bill would require the state board, before January 1, 2028, to develop, and publish on its internet website, a report on greenhouse gas emissions inventories for the calendar year 2025 for each city, county, or city and county that requests inclusion in the report, as provided. The bill would require the state board, consistent with the preparation of the updates to the scoping plan and before January 1, 2033, and every 5 years thereafter, to update the inventories, for each city, county, or city and county that requests inclusion in the respective update, for the calendar year 2030 and every 5th year thereafter. The bill would authorize the state board to solicit bids and enter into contracts for the development of the inventories. The bill would require the state board, before January 1, 2026, to establish a local government advisory committee to inform its development of the greenhouse gas emissions inventories.

**Position**                      **Rank**    **Group**

**SB 597**      **(Glazer D) Building standards: rainwater catchment systems.**

**Current Text:** Amended: 3/21/2023    [html](#)   [pdf](#)

**Introduced:** 2/15/2023

**Last Amend:** 3/21/2023

**Status:** 5/25/2023-In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** The California Building Standards Law requires a state agency that adopts or proposes adoption of a building standard to submit the building standard to the California Building Standards Commission for approval and adoption. Current law makes the commission responsible for the publication of an updated edition of the California Building Standards Code every 3 years. Current law requires the Department of Housing and Community Development to propose to the commission the adoption, amendment, or repeal of building standards for, among other things, the installation of recycled water systems for newly constructed single-family residential and multifamily residential buildings, as specified. This bill would require the department to conduct research, as specified, to assist in the development of mandatory building standards for the installation of rainwater catchment systems in newly constructed residential dwellings. The bill would require the department to submit those mandatory building standards to the commission for adoption and for consideration during the next regularly scheduled triennial code adoption cycle.

**Position**                      **Rank**    **Group**

**SB 732**      **(Menjivar D) Bats.**

**Current Text:** Introduced: 2/17/2023    [html](#)   [pdf](#)

**Introduced:** 2/17/2023

**Status:** 5/18/2023-Referred to Com. on W., P., & W.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Calendar:** 6/6/2023 9 a.m. - State Capitol, Room 444 ASSEMBLY WATER, PARKS AND WILDLIFE, BAUER-KAHAN, REBECCA, Chair

**Summary:** Would establish the pallid bat (*antrozous pallidus*) as the official state bat.

**Position**                      **Rank**    **Group**  
 Watch                              03 - Low Priority

**SB 862**      **(Laird D) Pest control: Agricultural Pest Control Advisory Committee.**

**Current Text:** Amended: 3/27/2023    [html](#)   [pdf](#)

**Introduced:** 2/17/2023

**Last Amend:** 3/27/2023

**Status:** 5/18/2023-Referred to Com. on AGRI.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

**Summary:** Current law establishes the Agricultural Pest Control Advisory Committee within the Department of Pesticide Regulation for the purposes of advising the director in all matters concerning licensing, certification, and regulation of persons and firms licensed or certified for pest control operations. Current law sets forth the composition of the advisory committee, including one member representing the general public. Current law requires the advisory committee to be appointed by





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## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

#### Agenda Item:

Government Social Media Conference, May 1-4, 2023, Reno, Nevada — **Luz Moncada, Community Liaison, Fernando Gutierrez, Community Liaison**

#### Background:

GSMCON is a learning experience for people who work in government social media. Attendees learn practical skills for managing public sector social media, problem-solving challenges together, and opportunities to network with fellow agencies across the country. Keynotes were presented by NATO, FEMA, and Meta. They shared government-related updates about the Facebook and Instagram platforms. Other social media giants (Nextdoor, LinkedIn, YouTube, Twitter, TikTok) offered breakout sessions, arranged focus groups, and held booth hours to answer attendee questions.

Session topics included:

- Public trust
- Building relationships
- Controlling miscommunication
- Beginning and intermediate social media engagement/strategy
- Video storytelling
- DEI
- Copyright and Fair Use Law

Attendees:

*Luz Moncada*

*Fernando Gutierrez*





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## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

#### Agenda Item:

National Association of Government Communicators Conference, April 18-20, 2023, Portland, Oregon — **Tammy Gordon, MA, APR, MPIO, Public Information Manager**

#### Background:

The National Association of Government Communicators' principal purpose is to advance communication as an essential professional resource at every level of local, state, tribal, and national government. Communications School provides practical educational sessions to help government communicators increase their skills.

This year, Tammy Gordon was featured as a breakout session presenter for an in-depth discussion on influencing behavior change. Speakers received complimentary registration fees.



Other important communication topics included:

- Ethical decision making
- DEI
- Plain language and writing skills

and how communicators can utilize artificial intelligence (AI) such as ChatGPT





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## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

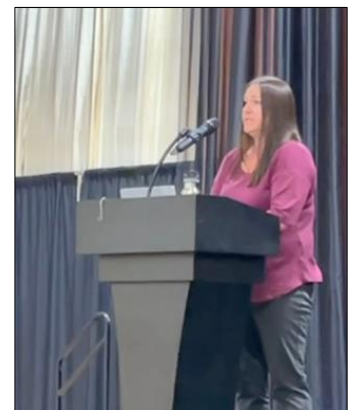
#### Agenda Item:

Managing the message; Crisis Communication Workshop and Exercise, May 23-26, 2023, Portland Oregon — **Tammy Gordon, MA, APR, MPIO, Public Information Manager**

#### Background:

A grant-funded emergency management exercise took place in the small community of Pendleton, Oregon. The purpose was to collectively approach a crisis from a local-through-federal response and preparedness partnership. With international and tribal collaboration, Tammy Gordon was asked to lead a workshop outlining risk communication behaviors and participate in a panel presentation with emergency management leaders from across the world including Australia, New Zealand, England, Georgia, and Florida. The presenters then evaluated an emergency management exercise.

Because this event was grant-funded, the District did not fund travel, lodging, or food for participating.





Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

#### Agenda Item:

Intermediate Public Information Officer Training, May 16-19, 2023, Visalia, CA — **Luz Moncada, Community Liaison**

#### Background:

In May, I attended the Intermediate Public Officer Training in Visalia. The three-day course was designed to increase my ability to be a strategic communicator before, during, and after an emergency. Using a “Whole Community” approach, the course walked through step-by-step how to write a strategic incident communication plan, enabling me to set the narrative immediately after an emergency. As a result, I left the course with the framework to create a strategic incident communication plan.

Below are the course objectives:

- Develop PIO capability targets for my agency.
- Utilize local hazard mitigation plan data to develop holding statements for my jurisdiction.
- Develop tools to train, exercise, assess, and improve my PIO capability targets.
- Use support activities to enhance my PIO capability targets.
- Create a strategic crisis communication plan that supports the PIO capability target performance.
- Apply an Access and Functional Needs perspective to PIO capability targets.





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# **NEW BUSINESS**



Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

#### Agenda Item: New Business

Discussion and/or approval of Resolution 2023-08 adopting the Fiscal Year 2023-2024 Budget — **Jeremy Wittie, M.S., CSDM, General Manager, and David l'Anson, Administrative Finance Manager**

#### Background:

The budget process started in January. The first draft was reviewed by the Finance Committee on April 11 and the second review on May 2. On May 9 the whole Board was invited to the Budget Workshop for an in-depth review of the budget. The Finance Committee's final review was on June 5.

FY2023-24 BUDGET CALENDAR

STAGE	TASK TO BE COMPLETED	ACTIVITIES	STAKEHOLDERS	DEADLINE
STAFF	Budget Templates created	Templates in Microix Budget Workflow Created, Sent to Department Budget managers (complete)	Administrative Finance Manager	January 16, 2023
	Personnel Salary & Benefits	Updated information from Payroll & benefits added to Workflow, Budget spreadsheets & formulae created.	Administrative Finance Manager	Ongoing
	Budget Workshop for Managers	Help facilitate & train staff to build budget in Workflow	Management & Supervisory Team	February 6, 2023
	Budget docs to AFM & GM	General Manager to review and approve budget documents	GM, Management & Supervisory Team	March 6, 2023
	Completion of first draft	Team to review and adjust budget according to GM & AFM suggestion & direction	GM, Management & Supervisory Team	March 24, 2023
	Draft 1 Budget	Preparation of first draft of FY2023/2024 Budget for Finance Committee Budget Meeting, PDF and hard copy to FC Trustees	Finance	March 31, 2023
FINANCE COMMITTEE	Draft 1 for Finance Committee	Emailed to Finance Committee For Review email questions or meet, Reserve Study to be emailed with draft Budget	Finance Committee Department heads, General Manager & Administrative Finance Manager	April 7, 2023
	Draft 1 for Finance Committee	Finance Committee to review draft budget & reserve study & discuss in meeting <b>**FINANCE COMMITTEE MEETING</b>	Finance Committee General Manager & Administrative Finance Manager	Tuesday April 11, 2023 1:00 p.m.-2:30 p.m.

<b>STAFF</b>	Updated salary	Salary & Benefits Proposals & scenarios	Administrative Finance Manager	April 28, 2023
<b>FINANCE COMMITTEE</b>	Final Draft for Finance Committee	Final draft of FY2023/2024 Budget for Finance Committee Budget Meeting, attended by General Manager, Finance Committee and Administrative Finance Manager. <b>**FINANCE COMMITTEE MEETING</b>	Finance Committee General Manager & Administrative Finance Manager	<del>Friday May 5, 2023, 1:00pm to 3pm</del> <b>Tuesday, May 2, 2023; 1:00 p.m. to 3:00 p.m.</b>
<b>BOARD</b>	Final Draft for budget workshop	Final draft of FY2023/2024 Budget for Finance Committee Budget Meeting, attended by General Manager, Finance Committee and Administrative Finance Manager. <b>**FINANCE COMMITTEE MEETING</b>	Finance Committee General Manager & Administrative Finance Manager	<b>May 9, 2023</b> 3:30pm – 4:30pm
	Final Draft for Budget Workshop	Budget Workshop for in depth discussion <b>BOARD MEETING</b>	Board of Trustees Workshop	<b>May 9, 2023</b> 4:30pm – 5:30pm
	Adoption of Final Draft	Adoption of FY2023/2024 Budget <b>BOARD MEETING</b>	Board of Trustees Board Meeting	<b>June 13, 2023</b>
	Set Benefit Assessment Rate	Adopt Resolution – Intention to Levy Assessment, Preliminary approval of engineer's report and providing notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment <b>BOARD MEETING</b>	Board of Trustees Board Meeting	<b>June 13, 2023</b>
	Adopt Benefit Assessment Resolution	Adopt Resolution approving Engineer's Report, Confirming Diagram and Assessment, and Ordering the Levy of Assessments for fiscal year 2023-24 for the Coachella Valley Mosquito and Vector Control District Mosquito, Fire Ant and Disease Control Assessment Public Hearing <b>BOARD MEETING</b>	Public Hearing	<b>July 11, 2023</b>

At the June 5 Finance Committee meeting, the Committee unanimously recommended the final budget be sent to the Board for approval. Attached is the Budget Message, Budget Summary, and Resolution Adopting the Budget, a verbal presentation will be made at the June 13 meeting.

**Staff Recommendation:**

Approval of Resolution 2023-08, Adopting the CVMVCD FY 2023-24 Budget

**Attachments:**

- Resolution 2023-08
- FY 2023-24 Budget Summary
- FY 2023-24 General Operating Budget

**Links:**

- DRAFT FY 2023-2024 Budget:  
<https://www.cvmosquito.org/sites/g/files/vyhlif4551/f/pages/fy23-24budget.pdf>

**RESOLUTION NO. 2023-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR  
CONTROL DISTRICT ADOPTING THE  
FISCAL YEAR 2022-2023 BUDGET**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District (“District”) is a political subdivision and a “local agency” of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section 2000 et. seq., and

**WHEREAS**, the District’s Board of Trustees (“Board”) has been granted the statutory authority and responsibility to administer the financial affairs of the District; and

**WHEREAS**, California Health and Safety Code section 2070(a) provides that on or before August 1 of each year, the Board shall adopt a final budget, which shall conform to the accounting and budgeting procedures for special districts contained in Subchapter 3 (commencing with Section 1031.1) and Article 1 (commencing with Section 1121) of Subchapter 4 of Division 2 of Title 2 of the California Code of Regulations; and

**WHEREAS**, the Board reviewed the Fiscal Year 2023-24 Budget for the District (“Fiscal Year 2023-2024 Budget”), attached hereto as Exhibit A and incorporated herein by this reference, and determined that said budget conforms to all applicable regulations;

**WHEREAS**, the Board desires to adopt the Fiscal Year 2023-2024 Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

**Section 1. Recitals.**

That the recitals set forth above are true and correct.

**Section 2. Adoption of Budget.**

The Board hereby adopts the Fiscal Year 2023-2024 Budget, which shall be made available for public inspection in the District Administration office.

**Section 3. Transmit to County.**

That pursuant to California Health and Safety Code Section 2070(b), the Board hereby directs the District Manager to cause a copy of the Fiscal Year 2023-2024 Budget to be transmitted to the Riverside County Auditor-Controller's Office.

**Section 4. Severability.**

The Board declares that, should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution as hereby adopted shall remain in full force and effect.

**Section 5. Repeal of Conflicting Provisions.**

That all the provisions heretofore adopted by the Board that are in conflict with the provisions of this Resolution are hereby repealed.

**Section 6. Effective Date.**

This Resolution shall take effect immediately upon its adoption.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]**

**Section 7. Certification.**

The Clerk of the Board of Trustees shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

**PASSED, ADOPTED, AND APPROVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District this 13<sup>th</sup> day of June 2023.**

\_\_\_\_\_  
John Peña, President  
Board of Trustees

**ATTEST:**

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lena D. Wade, General Counsel

**REVIEWED:**

\_\_\_\_\_  
Jeremy Wittie, M.S., CSDM, General Manager

**EXHIBIT "A"  
TO**

**RESOLUTION NO. 2023-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY  
MOSQUITO AND VECTOR CONTROL DISTRICT ADOPTING THE  
FISCAL YEAR 2022-2023 BUDGET**

**COACHELLA VALLEY MOSQUITO AND  
VECTOR CONTROL DISTRICT  
FISCAL YEAR 2023-2024 BUDGET**

To the Board of Trustees and our District Constituents,

For 95 years, the Coachella Valley Mosquito and Vector Control District (District) has protected Valley residents from insects that can transmit viruses and other disease-causing agents to humans (vectors). In 1928, the District was formed to control eye gnats and since then, our public health services have expanded to a comprehensive, science-based, Integrated Vector Management program defined by mosquito-borne disease surveillance, control, public education, and quality control.

The District's mission is to enhance the quality of life for our community by providing effective and environmentally sound vector control and vector-borne disease prevention services. With our mission in mind, and using our 2022 Strategic Plan as a guide, District staff and the Board Finance Committee worked collaboratively to develop this Fiscal Year (FY) 2023-24 budget. This budget supports the work of our dedicated and professional staff and drives management decisions over the course of the year to ensure our mosquito and vector control services are met while working towards our vision of a Valley free of vector-borne diseases.

### **Strategic Business Plan Priorities and FY 23-24**

**The highest priority for our 2022 Strategic Business Plan (SBP) is to plan and respond effectively to the growing problems caused by *Aedes aegypti* mosquitoes.** Objective 1.1 directs staff to explore long-term solutions to the health and nuisance impacts of these mosquitoes. Additionally, in 2021, the Board of Trustees passed a resolution supporting the District's development of policies, procedures, and allocation of resources to ensure the judicious and safe assessment and potential implementation of sterile insect technique (SIT). While District staff develop and evaluate the use of SIT internally, it is also imperative that the public is appropriately educated and notified of the method. To do this, the staff is recommending a community research project focused on residents of some of our communities most vulnerable to mosquito-borne disease. The two-part study will garner extensive information using traditional approaches as well as partnering with academia with a goal of understating best practices in communicating District information and strategies to our Spanish-speaking and indigenous dialect communities of the eastern Coachella Valley. The request for this project is \$200,000.

Another priority for our strategic business plan is to increase efficiency in the delivery of our services to maximize staff time in the implementation of their essential duties. One full-time Purchasing Agent is proposed to reduce the administrative workload of Department staff and streamline the acquisition of resources. This position will also reduce the number of staff credit card transactions, thus reducing paperwork, and is a best practice in reducing the risk of the potential misuse of public funds. (Priorities SBP p.7/Finance Committee Discussion)

### **SBP Goal 4. Reliable, Cost-Effective Facilities, Equipment, and Technology That Meet Evolving Needs**

The importance of technology and its evolution to meet the demands of Departmental needs and the safeguarding of the District IT assets is vitally important. Objective 4.2 and 4.3 of the SBP is to ensure District IT services can be quickly restored after an emergency or disaster (WP 4.2.1; SBP p. 12) and to increase the effectiveness of staff through the implementation of new tools, technology, and



equipment (OBJ 4.3, SBP p.12). To achieve Objective 4.3, Staff is proposing the development of a Strategic Information Technology Master Plan. This will be developed in collaboration with an IT Services consulting company that specializes in long-range planning for local government agencies. Staff has included in the proposed budget expenditure of \$40,000 for the development of this plan.

Another strategic goal regarding District technology is to evaluate and expand the District's Unmanned Aerial Vehicle or drone program. Staff has proposed an Internal Service Fund of over \$400,00 created for the *Drone Cost Center*. This cost center includes staff from Operations & 1.5 newly proposed Drone Pilot positions with salary and benefits. Based on internal discussions and with our colleagues within the Mosquito and Vector Control Association of California, to fully realize the potential of an agency Drone program, a full-time position devoted to piloting drones is a necessity. The second pilot position will be opened in early 2024 after a mid-year assessment of the progress of the drone program.

**SBP Goal 6. Finance: Sustained and Transparent Finance**

The District is determined to maintain its current strong fiscal management, controls, and reporting. In addition, it extends its financial planning horizon to ensure long-term stability, financial security, and taxpayer value to prevent the need for benefit rate shocks. Staff and the Board have in previous years made it a priority to pay down the District's CalPERS unfunded accrued liability (UAL) and because of that strategic effort for FY 2023-24, the District's UAL is **ZERO**. However, CalPERS investment returns ebb and flow and it is in the best interest of the District to set funds aside to pay down future pension UAL. To ensure this stability, staff is proposing annually pre-funding of \$200,000 in a Section 115 irrevocable trust such as Public Agency Retirement Services (PARS) or the California Employer's Pension Prefunding Trust (CEPPT). Funds invested can be drawn upon annually either to pay for UAL or normal costs.

District Staff is also proposing to enact the "golden handshake" provision of the District's contract with CalPERS. This is set to be a win-win for both retirement-eligible staff and the District. This provision provides two years of service credit for eligible District retirees, allowing our long-served, and loyal staff to take advantage of this valuable employee benefit and start their next life chapter while also reducing annual costs for the District in contributions for future retirees.

**Budget Summary**

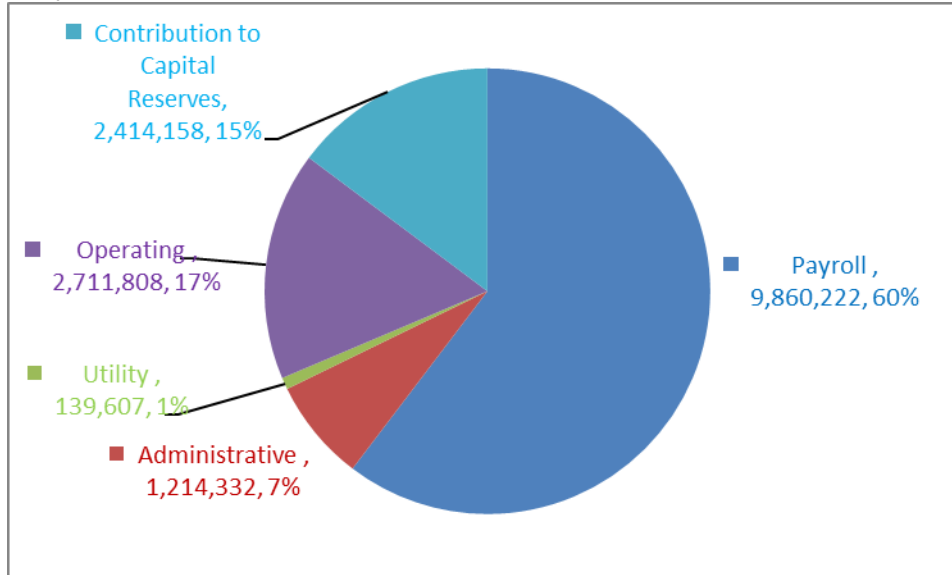
The FY 2023-24 budget is split into Operating Expenses, Transfer to Capital, and Capital Expenditures. The total for FY 2023-24 is \$18.9 million.

	<b>Budget 2022-23</b>	<b>Budget 2023-24</b>	<b>Budget Change</b>	<b>% Change</b>
Operating Expenses	\$12,262,073	\$14,325,968	-\$459,773	16.8%
Transfer to Capital	\$2,216,016	\$2,014,158	-\$201,858	-9.1%
Total Operating Budget	\$14,478,089	\$16,340,126	\$1,862,037	12.9%
Capital Expenditures	\$900,051	\$2,554,901	\$1,654,850	183.9%
<b>Total Budget</b>	<b>\$15,378,140</b>	<b>\$18,895,027</b>	<b>\$3,516,887</b>	<b>22.9%</b>

## **Operating Budget:**

The FY 2023-24 Operating budget shows an increase of \$2.1 million, or 16.8 % in expenses and transfer to capital compared to the previous year. Transfers to capital include a \$1 million contribution to Capital Reserves from the FY2022-23 budget surplus, to Capital Facility Replacement Fund for Boardroom and Administration offices renovation.

The organizational split of the Fiscal Year 2023-24 Operating Expenses, of \$16,340,126 are shown in the pie chart below:



**Figure 1 FY2023-24 Operating Budget Profile**

Payroll expenses account for 60% of the total budget. For FY 2023-24 budget, the District full-time equivalent (FTE) staff is 73.3, an increase of 2.5 FTE. The total payroll budget compared with prior years sees an increase of 7.8% because of the additional positions of UAS Pilot (1.5 FTE) and Purchasing Clerk (1 FTE).

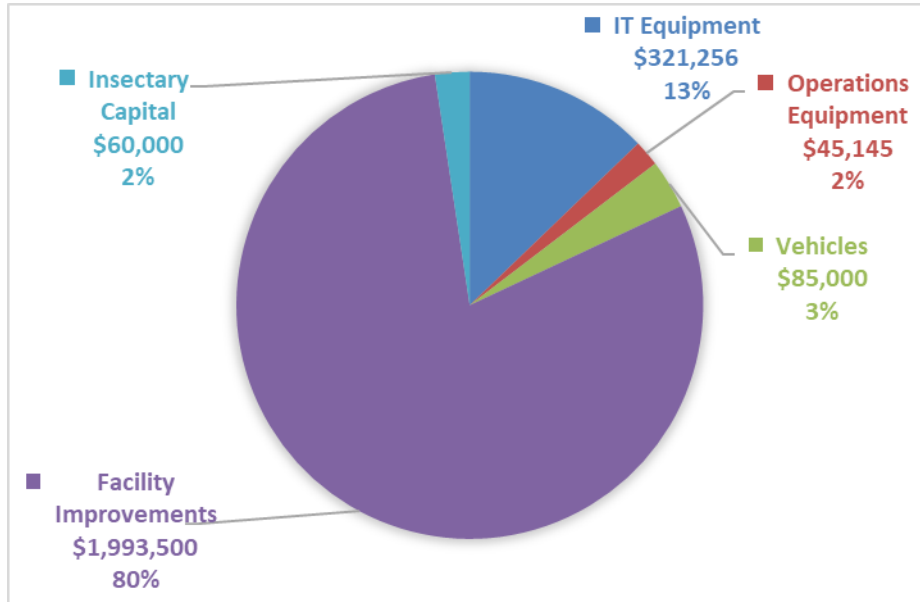
- Operating expenses account for 17% of the total budget, an increase of 33% which includes the allocation of \$200,000 for Community Research.
- Administrative expenses account for 7% of the total budget, an increase of 27% over the previous year's budget due to the increase in premiums for Workers' Compensation, Property, and Liability insurance.
- Utility expenses account for 1% of the total budget, an increase of 12.7% over the previous year's budget due to utility charges increasing.

Contributions to capital reserves account for 15% of the total budget. These expenses ensure the District is in a strong long-term financial position with regard to facility and equipment, preventative maintenance, and replacement as well as funding capital projects. This proactive planning and

reserves ensure the continuity of services required to protect Valley residents and visitors from vectors and the pathogens they can transmit.

**Capital Expenditure Budget:**

The details of the Fiscal Year 2023-24 Capital expenditures of \$2,554,901 are shown in the pie chart below:



**Figure 2 FY23-24 Capital Expense Profile**

The planned expenditures on Capital improvement projects have increased by \$1,654,850 as compared with FY 2022-23 budget. Capital Improvements include \$360,401 for capital equipment replacement, \$138,00 for two Unmanned Aerial System (UAS) Application Drone and Equipment, backup solution, replacement network server, laptops and tablets, EV Utility Workhorse, website redesign; \$2,078,500 for facility maintenance and improvements, including remodel work in Administration and Board room, replacement of solar panels and some HVAC mechanical maintenance; and \$60,000 for equipment maintenance and new insectary feasibility study used for Sterile Mosquito Technique. More information on the planned expenditure can be found in the capital budget section.

**Overall Source of Funds**

	Budget 2022-23	Budget 2023-24	Budget Change	% Change
Operating				
General Revenue	\$11,220,878	\$13,007,985	\$630,924	12.9%
Benefit Assessment	2,299,810	2,370,094	70,284	3.1%
Funding from/ (to) Reserves	(358,564)	1,102,790	1,861,354	-519.1%
<b>Total Budget</b>	<b>\$13,162,124</b>	<b>\$16,480,869</b>	<b>\$3,718,745</b>	<b>28.3%</b>

General Revenue: ad-valorem property taxes, Thermal facility rental fees, reimbursement for mosquito sample virus testing for the County of Riverside Public Health, and investment interest income.

- Benefit Assessment Revenue: remains at \$14.39 per single-family resident.
- Full details of the Operating revenue sources are shown in the pie chart below.

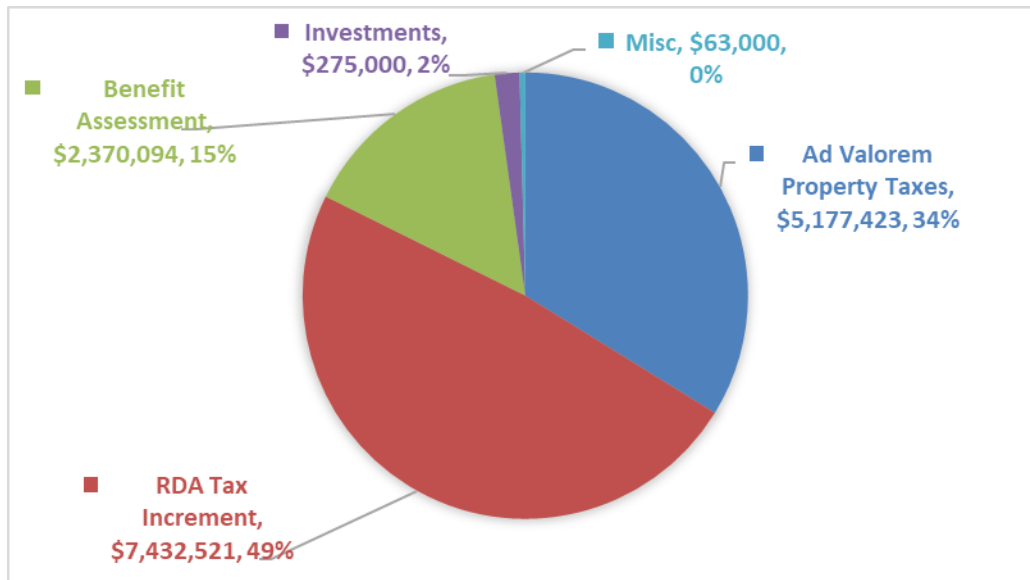


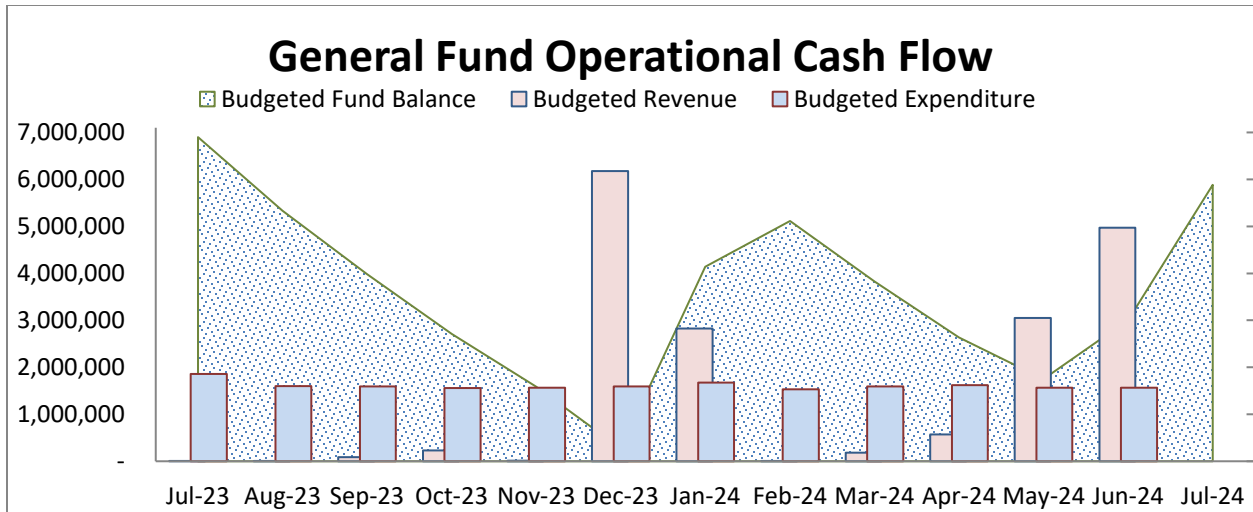
Figure 3 FY2023-24 Revenue

Funding from/ (to) Reserves for FY 2023-24 is forecast a transfer of \$1,102,790, from the reserves to fund the capital budget. Tax Increment Revenue in FY 22-23 rose approximately 13% over the prior year actual because of changes to State residual amount calculations following the Chula Vista v Sandoval decision and the increase in property valuations.

### **Short-term and long-term issues impacting the budget**

#### **CALPERS / STRATEGIC Plan**

**Working Capital:** The District maintains a minimum working capital reserve for Operations equal to \$6,900,000. These funds are set aside because the District receives most of its funding from property taxes and the benefit assessment collected by the County of Riverside. These funds do not reach the District until January, six months into the fiscal year. Figure 4 shows the estimated impact on monthly cash flow based on the budgeted revenue and expenses for FY 2023-24.



**Figure 4 Working Capital**

Historically, the point at which the revenue versus expense deficit is at its greatest is the end of November. Based on budget estimates for FY 2023-24, November year-to-date expenses will exceed year-to-date November revenue by almost \$6.7 million. Holding \$6.8 million set aside as working capital will fund this deficit. The deficit will then be reduced following the first installment of property tax receipts in December.

**Invasive Species:** The yellow fever mosquito, *Aedes aegypti*, continues to gain a larger footprint across the state of California. The breeding habits of this mosquito make it a challenge for mosquito control agencies to control. Because of this mosquito, the District has increased its service by hiring additional staff to assist with invasive *Aedes aegypti* control and education to communities. Changing the behaviors of Valley residents and empowering residents through education to reduce mosquito breeding sites on their property and in their neighborhood is a long-term solution to ridding this mosquito from our communities. Other strategies such as sterile mosquito technique are currently being evaluated as a potential long-term control measures over the next 5 years.

**Emergency Reserve for Public Health Emergency:** Viruses that our Valley mosquitoes do and can possibly transmit requires that the District set aside a reserve of funds to quickly respond to an outbreak of mosquito-borne disease. Science-based strategies to stop an outbreak typically require wide-area control measures. These types of wide-scale operations, primarily conducted by air, can quickly deplete millions of dollars in reserves in a matter of weeks to control adult mosquitoes and interrupt disease transmission to humans. The estimated cost of the response to public health vector-borne disease outbreak scenarios in the Coachella Valley is \$5,162,230. Beginning balance July 1, 2023, is estimated to be \$4,907,055 or 95% funded.

**Facility and Operations Equipment:** For funding of ongoing facility maintenance, operations equipment, and vehicle replacement, the District uses a third-party firm to conduct a reserve study analysis and annual update. Currently, the funding level for the facility and vehicle equipment replacement is around 70% funded, which is a very solid financial position for these capital funds. Beginning balance July 1 2023 it is estimated to be \$4,273,679. Ending balance June 30, 2024, is estimated to be \$3,519,578.

**Capital Project SIT Insectary Construction Fund:** For funding of capital project insectary. For FY 2023-24 fund transfer from Operating Budget of \$700,000. Beginning balance July 1 2023 is estimated to be \$846,703. Ending balance June 30, 2024, is estimated to be \$1,486,703.

**CalPERS Pension and Other Post-Employment Benefit (OPEB) Liabilities:** In FY 2021-22 Budget, to control the continual escalating pension costs to the District's CalPERS plan, a one-time lump sum payment of \$1,000,000 on top of the annual payment towards the District's CalPERS unfunded liability was approved by the Board of Trustees. In addition, the District amortization period for the 2020 losses was shortened from 20 years to 5 years saving an estimated interest payment of \$569,896. For FY 2023-24 the annual unfunded accrued liability (UAL) payment was reduced from \$190,024 to zero. For FY 2023-24, the District is proposing to pre-fund \$200,000 annually in an irrevocable trust such as CalPERS or PARS.

The District provides healthcare through CalPERS PEHMCA offering retiree medical coverage pursuant to government code 22893. According to the latest actuarial valuation, the value of the accumulated liability for the fiscal year ending June 30, 2023, is \$5,263,525 (total OPEB liability). The District sets aside funds to cover retiree health liabilities in the California Employers Retiree Benefit Trust (CERBT) Fund, a qualifying trust, the Fiduciary Net Position of the District funds held in CERBT is \$4,380,909 leaving a Net OPEB Liability of \$882,616 with a funding ratio of 83 %. As of March 2023, the District's total assets in CERBT are \$4,543,113, contributions are \$3,216,291 earnings are \$1,302,574 annualized rate of return is 5.59%. The District annually prefunds \$312,420 which is the last GASB 45 annual required contribution before GASB 75 took its place.

### **Conclusion**

The risk from vectors and vector-borne diseases continues to expand and create new challenges for public health in California. District Staff and resources remain poised to proactively meet those challenges. This comprehensive budget reflects a unified and fiscally sound effort by the Board and staff to provide the necessary resources for the District's Integrated Vector Management Program aimed to prevent and reduce vector and vector-borne disease while enhancing the quality of life in an environmentally conscientious manner.

I would like to give special thanks to the District's Finance Committee comprised of Board Treasurer Clive Weightman, Trustee Bito Larson, and Trustee Doug Walker. Their dedication, guidance, and critique were valuable contributions to the development of the budget document. I would also like to thank David l'Anson, District Administrative Finance Manager, for facilitating the six-month budget development process with our Finance Committee and the Management and Supervisory Team who thoughtfully worked through their departmental needs for the coming fiscal year to provide the community our best service. Once again it has been a rewarding collaborative process working with all those involved to deliver to you this year's balanced 2023-24 fiscal budget.

Respectfully submitted,

Jeremy Wittie, M.S.  
General Manager

## REVENUE HIGHLIGHTS

- The Benefit Assessment rate remains at \$14.39 per Single Family Equivalent with a current estimate of total revenue being \$2,370,094.
- Property tax revenue to increase by 5%
- Property tax increment revenue to increase by 5%

## EXPENDITURE HIGHLIGHTS

- Full-time equivalents (FTE), increases from 70.8 to 73.3 FTE
- **Purchasing Clerk** and two **UAS Pilot** positions. The Purchasing Clerk and one UAS Pilot positions are budgeted to start in July 2023 and the second UAS Pilot position in January 2024.
- Cost of living adjustment of 3 % for all employees.
- CalPERS Employer Rate increased from 9.12% to 10.66 % (Classic members).
- CalPERS unfunded accrued liability (UAL) reduced from \$190,024 to zero/ Prefunding \$200,000 to California Employers' Pension Prefunding Trust (CEPPT) Fund
- \$40,000 allocated for IT Strategic Plan
- \$200,000 Research - East Coachella Valley community public health outreach research project partnering with academia with the goal of understating best practices in communicating District information and strategies to our Spanish-speaking and indigenous dialect communities

## CAPITAL RESERVES FORECAST

The total beginning Capital Fund balance for July 1, 2023, is estimated to be \$17,529,857, and the ending balance on June 30, 2024, is estimated to be \$16,427,066.

- **General Reserve** beginning balance \$12,260,801, \$1million transfer to Capital Facility Replacement Fund. Ending balance is **\$11,238,712**.
- **Thermal Facility Remediation Fund Reserve** beginning balance of \$148,674, fund transfer of \$67,000 and revenue of \$16,400, budget expenses of \$50,000. Ending balance **\$182,074**.
- **Capital Equipment Replacement Fund Reserve** beginning balance \$946,191, interest and fund transfer of \$214,222 minus planned equipment purchases of \$366,401. Ending balance is **\$794,102**.
- **Capital Facility Replacement Fund Reserve** beginning balance \$3,327,488 interest and fund transfer of \$1,476,578 minus facility capital improvement expenses of \$2,078,500. Ending balance is **\$2,725,566**.
- **Capital Project Sterile Mosquito Insectary Fund Reserve** beginning balance \$846,703, \$700,000 fund transfer from Operating Budget minus expenses of \$60,000. Ending balance **\$1,486,703**.

<b><u>Capital Reserves Forecast</u></b>	Beginning Balance July 1, 2023	Budgeted Revenue	Contribution from / (to) Operations and from Other Capital Funds	Budgeted Expenditure	Ending Balance June 30, 2024
<b>GENERAL FUND</b>					
<b>Committed Reserves:</b> <i>Public Health Emergency</i>	<b>4,907,055</b>				<b>4,907,055</b>
<b>Assigned Reserves:</b> <i>Operations</i>	<b>6,900,000</b>	15,318,037	(2,414,158) <sup>(1)</sup>	(13,925,968)	<b>5,877,910</b>
<i>Future Healthcare Liabilities (Net OPEB Liability)</i>	<b>453,746</b>				<b>453,746</b>
<i>Unassigned</i>	<b>0</b>				
Total	<b>12,260,801</b>	15,318,037	(2,014,158)	(13,925,968)	<b>11,238,712</b>
<b>THERMAL FACILITY REMEDIATION FUND RESERVE</b>					
<b>Assigned Reserves:</b> <i>Thermal Facility Remediation Fund</i>	<b>148,674</b>	16,400	67,000 <sup>(1)</sup>	(50,000)	<b>182,074</b>
Total	<b>148,674</b>	16,400	67,000	(50,000)	<b>182,074</b>
<b>CAPITAL EQUIPMENT REPLACEMENT FUND</b>					
<b>Assigned Reserves:</b> <i>Equipment</i>	<b>946,191</b>	18,924	195,298 <sup>(1)</sup>	(366,401)	<b>794,012</b>
Total	<b>946,191</b>	18,924	195,298	(366,401)	<b>794,012</b>
<b>CAPITAL FACILITY REPLACEMENT FUND</b>					
<b>Assigned Reserves:</b> <i>Facility &amp; Vehicle Replacement</i>	<b>3,327,488</b>	24,718	1,451,860 <sup>(1)</sup>	(2,078,500)	<b>2,725,566</b>
Total	<b>3,327,488</b>	24,718	1,451,860	(2,078,500)	<b>2,725,566</b>
<b>CAPITAL PROJECT SIT INSECTARY CONSTRUCTION FUND</b>					
<b>Assigned Reserves:</b> <i>Capital Project Sterile Mosquito Insectary Construction</i>	<b>846,703</b>	0	700,000 <sup>(1)</sup>	(60,000)	<b>1,486,703</b>
Total	<b>846,703</b>	0	700,000	(60,000)	<b>1,086,703</b>
<b>Total Fund Balance</b>	<b>17,529,857</b>	15,378,079	0	(16,480,869)	<b>16,427,066</b>
<sup>(1)</sup> Transfer to/from Operating Budget					



## OPERATING BUDGET REVENUE

The total operating revenue for FY 2023-24 is forecast to increase to \$15,318,037 which is 5.0% higher than the estimated actual for Fiscal Year Ending (FYE) June 30, 2023, of \$14,556,227.

REVENUE	ADOPTED BUDGET 2022-2023	ESTIMATED ACTUAL 6/30/2023	% DIFFERENCE	<b>PROPOSED BUDGET 2023-2024</b>	% DIFFERENCE
PROPERTY TAXES CURRENT	11,029,612	11,964,885	8.5%	<b>12,553,653</b>	5%
PROPERTY TAXES PRIOR	62,165	55,248	-11.1%	<b>56,290</b>	1.9%
INTEREST INCOME	42,000	110,000	161.9%	<b>275,000</b>	60.0%
MISCELLANEOUS	63,000	56,000	-11.1%	<b>63,000</b>	11.1%
BENEFIT ASSESSMENT	2,281,311	2,370,094	3.9%	<b>2,370,094</b>	0.0%
<b>TOTAL</b>	<b>\$13,478,088</b>	<b>\$14,556,227</b>	<b>8.0%</b>	<b>\$15,318,037</b>	<b>5.0%</b>

## REVENUE ASSUMPTION

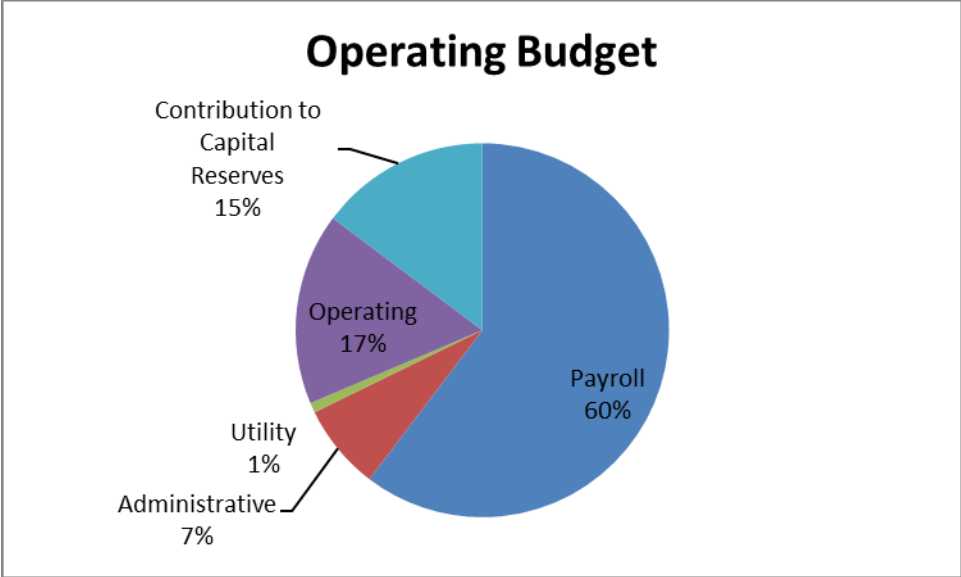
- Benefit Assessment rates per Single Family Equivalent (SFE) remains at \$14.39 per SFE estimated revenue of \$2,370,094
- Property Tax Current to increase by 5% in line with Assessors Valuation.

Interest revenue increased to \$275,000. Miscellaneous revenue includes a \$16,000 estimated Cal Card rebate, \$35,000 for USDA refund for expenses, and \$12,000 for reimbursement for testing other mosquito & vector control districts' mosquito samples for WNV or SLE.

## OPERATING BUDGET EXPENDITURE

Total Operating budget expenditure for FY2023-24 is forecast to be \$16,340,127, a 13.5% increase over the estimated actual for FYE June 30, 2023.

EXPENDITURE	ADOPTED BUDGET 2022-2023	ESTIMATED ACTUAL 6/30/2023	% DIFFERENCE	<b>PROPOSED BUDGET 2023-2024</b>	% DIFFERENCE
PAYROLL	9,100,580	9,092,680	-0.1%	<b>9,860,222</b>	7.8%
ADMINISTRATIVE	932,243	886,964	-4.9%	<b>1,214,332</b>	27.0%
UTILITY	116,207	121,824	4.8%	<b>139,607</b>	12.7%
OPERATING	2,113,043	1,817,459	-14.0%	<b>2,711,808</b>	33.0%
CONTRIBUTION TO CAPITAL RESERVES	2,216,016	2,216,016	0.0%	<b>2,414,158</b>	8.2%
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>\$14,478,089</b>	<b>\$14,134,943</b>	<b>-2.4%</b>	<b>\$16,340,127</b>	<b>13.5%</b>



**Figure 1 Operating Budget**

Expenditures are broken down into Payroll, Administrative, Utility, Operating, and Contribution to Capital Reserves. Payroll costs, which account for 60% of the budget, are projected to increase by 7.8% over the estimated actual for FYE June 30, 2023.

The 2023-24 Operating expenses which are 17 % of the total budget, are forecast to be 33% more than the latest estimate for 2022-23. The main reasons are inflationary impacts on fuel and pesticide budgets.

Administrative expenses are projected to increase by 27%, increases include \$40,000 of funds allocated for an IT Strategic Plan vendor, a 26% increase in workers' compensation, and a 31% increase in property and liability insurance. Contribution to Capital Reserves increase by 8.2%, it includes a one-off Contribution to Capital Reserves of \$1million from FY 22-23 budget surplus.

**EXPENDITURE ASSUMPTIONS**

**Payroll**

The District employs sixty-nine and a half full-time equivalents (FTE), increased with seasonal (part-time) staff beginning early summer 3.8 FTE, totaling 73.3 full-time equivalents (FTE). This is an increase of 2.5 FTE compared to the prior year.

## Full-Time Equivalent Fiscal Year Comparison

Department	Adopted FY2022-23		Proposed FY2023-24	
	Full Time FTEs	Part Time FTEs	Full Time FTEs	Part Time FTEs
Administration	2.0	0.0	2.0	0.0
Finance	4.0	0.0	5.0	0.0
Human Resources	3.0	0.0	3.0	0.0
Information Systems	3.0	0.0	3.0	0.0
Public Outreach	5.0	0.0	5.0	0.0
Fleet Maintenance	2.0	0.0	2.0	0.0
Buildings & Grounds Maintenance	2.0	0.0	2.0	0.0
Surveillance & Quality Control	11.0	0.4	11.0	0.4
Unmanned Aerial Applications	0.0	0.0	2.6	0.0
Control Operations	35.0	3.4	33.9	3.4
<b>Total</b>	<b>67.0</b>	<b>3.8</b>	<b>70.8</b>	<b>3.8</b>

- Cost of living adjustment of 3 % for all employees per MOU
- CalPERS Employer Rate increase from 9.12% to 10.66 % (Classic members).
- CalPERS unfunded accrued liability (UAL) reduced from \$190,024 to zero
- Prefunding \$200,000 to Section 115 irrevocable trust

### Unmanned Aerial Application

#### Position Added

- UAS Pilot. This will increase staffing by 1.5 FTE. The plan is to recruit one position in July and the second position in January pending a successful mid-year program progress review.

### Finance Department

#### Position Added

- Purchasing Clerk, this will increase staffing by 1 FTE.

### Administrative Expenses

- Workers' compensation insurance & Liability insurance increased by 15% and retrospective adjustment reduced increasing overall insurance by \$80,000
- \$40,000 allocated for IT Strategic Master Plan consultant

### **Utility Expenses**

- Expenses are forecast to increase 12.7% over the estimated actual for June 30, 2023.

### **Operating Expenses**

- Motor fuel is increased from FY2022-23 budget to \$160,500.
- Cloud Computing Services increased to \$135,260 from \$104,499
- Control Budget is increased chemical control has increased by about \$130,000 due to inflation
- Contingency Expense of \$110,000. This amount is less than 10 % of the Operating Expenses minus the Research Budget. This expense is built into the budget in case there is a need to buy more equipment, chemicals, or aerial services.
- \$200,000 Research - East Coachella Valley community public health outreach research project partnering with academia the goal of understating best practices in communicating District information and strategies to our Spanish-speaking and indigenous dialect communities

### **CAPITAL BUDGET – SUMMARY**

The **Thermal Facility Remediation Fund Reserve** includes rental revenue of \$15,000 and a fund transfer from the General Fund of \$67,000. Expenses include \$50,000 allocated for a grant writer for a possible remediation grant.

Figure 2 Thermal Facility Remediation Fund Reserve Capital Budget

<b>Coachella Valley Mosquito and Vector Control District THERMAL FACILITY REMEDIATION FUND RESERVE</b>				
	<b>Proposed Budget 2023-2024</b>	<b>Adopted Budget 2022-2023</b>	<b>Estimated Actual 2022-2023</b>	<b>Actual 2021-2022</b>
<b>Beginning Fund Balance</b>	<u>148,674</u>	<u>129,139</u>	<u>144,774</u>	<u>90,905</u>
<b>REVENUE</b>				
Misc Revenue				-
Income from Lease	15,000	15,000	15,000	15,000
Interest	1,400	400	1,400	369
Transfer From General Operatir	<u>67,000</u>	<u>39,655</u>	<u>39,655</u>	<u>38,500</u>
<b>TOTAL REVENUE</b>	<b>83,400</b>	<b>55,055</b>	<b>53,900</b>	<b>53,869</b>
<b>EXPENSES</b>				
6095 Professional Fees	50,000			
7300 Maintenance	-	-	50,000	-
8415 Capital				
<b>TOTAL EXPENSES</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>
<b>Total Revenue Less Expense</b>	<u><u>33,400</u></u>	<u><u>55,055</u></u>	<u><u>3,900</u></u>	<u><u>53,869</u></u>
<b>Ending Fund Balance</b>	<u><u>182,074</u></u>	<u><u>184,194</u></u>	<u><u>148,674</u></u>	<u><u>144,774</u></u>

**Capital Equipment Replacement Fund Reserve Budget** expenses total \$360,401. This is funded from an annual transfer of \$195,298 based on the funding schedule shown in the Capital Equipment Replacement Fund Reserve Budget. Capital expenditure includes two drones for applying pesticides, server replacements, backup solutions, and EV Workhorse.

Figure 3 Capital Equipment Replacement Fund Reserve Budget

Coachella Valley Mosquito and Vector Control District  
CAPITAL EQUIPMENT REPLACEMENT FUND RE SERVE BUDGET

	Proposed Budget 2023-2024	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
<b>Beginning Fund Balance</b>	<u>946,191</u>	<u>620,254</u>	<u>789,009</u>	<u>891,116</u>
<b>REVENUE</b>				
Transfer from General Fund				
Interest	18,924	2,481	2,481	-
Sale of Assets	-	-		
Transfers From Operating Budget	<u>195,298</u>	<u>286,361</u>	<u>286,361</u>	<u>47,506</u>
<b>TOTAL REVENUE</b>	<b>214,222</b>	<b>288,842</b>	<b>288,842</b>	<b>47,506</b>
<b>EXPENSES</b>				
8415 Capital Outlay - IT	321,256	152,832	101,285	127,837
8415 Capital Outlay - Fleet Equipment				14,064
8415 Capital Outlay - Facilities				-
8415 Capital Outlay - Operations	45,145	67,719	30,374	
8415 Capital Outlay - Lab Equipment				7,713
<b>TOTAL EXPENSES</b>	<b>366,401</b>	<b>220,551</b>	<b>131,659</b>	<b>149,614</b>
<b>Total Revenue Less Expense</b>	<u>(152,179)</u>	<u>68,291</u>	<u>157,183</u>	<u>(102,108)</u>
<b>Ending Fund Balance</b>	<u>794,012</u>	<u>688,545</u>	<u>946,191</u>	<u>789,009</u>

**FY2023-24 Capital Facility Replacement Fund Reserve Budget** includes capital expenses for areas, General Common Area, Building Interiors, Building Exteriors, and Mechanical totaling \$2,078,500. This is funded from a transfer of \$451,860 based on the funding schedule shown in the Capital Replacement Fund Reserve Budget plus \$1,000,000 from the FY22-23 budget surplus. Projects include solar panel replacement, Board room and

Administration office modernization, an electric vehicle Transit van for Public Outreach, and ongoing repair and maintenance projects throughout the facility.

**Figure 4 - Capital Facility Replacement Fund Reserve Budget**

<b>Coachella Valley Mosquito and Vector Control District CAPITAL FACILITY REPLACEMENT FUND RESERVE BUDGET</b>				
	<b>Proposed Budget 2023-2024</b>	<b>Adopted Budget 2022-2023</b>	<b>Estimated Actual 2022-2023</b>	<b>Actual 2021-2022</b>
<b>Beginning Fund Balance</b>	<b>3,327,488</b>	2,681,960	2,734,110	2,602,368
<b>REVENUE</b>				
Transfer from Vehicle Fund	-	-		
Interest	24,718	24,718	41,012	
Transfers From Operating Budget	1,451,860	890,000	890,000	395,294
Sale of Assets			-	
Misc.			98,054	
<b>TOTAL REVENUE</b>	<b>1,476,578</b>	914,718	1,029,065	395,294
<b>CAPITAL EXPENSES</b>				
6095 Professional Services	200,000		118,300	27,528
7300 Repair & Maintenance	89,000	64,500	151,278	99,184
7310 Maintenance & calibration	12,500	12,500	-	5,354
7675 Contract Services	-	54,000	12,072	
8415 Capital Outlay	1,725,000	256,500	154,037	131,486
8487 Furniture & Equipment	52,000	52,000		
<b>TOTAL EXPENSES</b>	<b>2,078,500</b>	439,500	435,687	263,552
<b>Total Revenue Less Expense</b>	<b>(601,922)</b>	475,218	593,378	131,742
<b>Ending Fund Balance</b>	<b>2,725,566</b>	3,157,178	3,327,488	2,734,110

**FY2023-24 Capital Project Sterile Mosquito Insectary Fund Reserve Budget** includes \$60,000 budget for equipment maintenance and feasibility study for laboratory expansion to add new insectary for the Sterile Insect Technique (SIT). This is funded from a transfer of \$700,000 from the Operating Budget.

Figure 5 SIT Capital Project Fund

<b>Coachella Valley Mosquito and Vector Control District SIT CAPITAL PROJECT FUND BUDGET</b>				
	<b>Proposed Budget 2023-2024</b>	<b>Adopted Budget 2022-2023</b>	<b>Estimated Actual 2022-2023</b>	<b>Actual 2021-2022</b>
<b>Beginning Fund Balance</b>	<b>846,703</b>	-	-	-
<b>REVENUE</b>				
Transfer from General Fund		500,000	500,000	
Interest				
Transfers From Operating Budget	<b>700,000</b>	500,000	500,000	
Sale of Assets				
<b>TOTAL REVENUE</b>	<b>700,000</b>	1,000,000	<b>1,000,000</b>	
<b>CAPITAL EXPENSES</b>				
6095 Professional Services	<b>40,000</b>	40,000		
7300 Maintenance	<b>20,000</b>			
8415 Capital Expenditure		200,000	153,297	
<b>TOTAL EXPENSES</b>	<b>60,000</b>	240,000	153,297	
<b>Total Revenue Less Expense</b>	<b>640,000</b>	<b>760,000</b>	<b>846,703</b>	
<b>Ending Fund Balance</b>	<b>1,486,703</b>	760,000	846,703	-



**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
<b>Beginning Spendable Fund Balance</b>	<b>12,260,801</b>	11,939,817	11,839,517	11,485,971
<b>REVENUES</b>				
Property Taxes Current	<b>12,553,653</b>	11,011,113	11,964,885	10,873,842
Property Taxes Prior	<b>56,290</b>	62,165	55,248	69,700
Interest Income	<b>275,000</b>	42,000	110,000	(8,624)
Miscellaneous Revenue	<b>63,000</b>	63,000	56,000	39,446
Benefit Assessment Income	<b>2,370,094</b>	2,299,810	2,370,094	2,340,732
<b>TOTAL REVENUES</b>	<b>15,318,037</b>	13,478,089	14,556,227	13,315,096
<b>EXPENSES</b>				
<b>Payroll Expense</b>				
5101 Payroll - Full Time	<b>6,374,624</b>	5,910,271	5,910,271	5,528,544
5102 Payroll - Seasonal	<b>142,020</b>	142,020	142,020	222,466
5103 Temporary Services	<b>14,900</b>	6,900	-	-
5105 Overtime Expenses	<b>30,120</b>	34,120	33,120	5,608
5150 CalPERS Employer Payment of Unfunded Liabil	<b>200,000</b>	190,024	190,024	1,350,948
5150 CalPERS State Retirement Expense	<b>677,051</b>	562,832	562,832	524,624
5155 Social Security Expense	<b>390,377</b>	360,143	360,143	356,268
5165 Medicare Expense	<b>91,298</b>	84,227	84,227	84,487
5170 Cafeteria Plan Expense	<b>1,332,665</b>	1,263,700	1,263,700	1,105,382
5172 Retiree Healthcare	<b>439,420</b>	392,420	392,420	385,346
5180 Deferred Compensation	<b>133,945</b>	121,857	121,857	119,457
5195 Unemployment Insurance	<b>33,801</b>	32,065	32,065	33,274
Total Payroll Expense	<b>9,860,222</b>	9,100,580	9,092,680	9,716,404
<b>Administrative Expense</b>				
5250 Tuition Reimbursement	<b>20,000</b>	20,000	12,000	9,074
5300 Employee Incentive	<b>16,500</b>	15,500	14,000	8,010
5301 Employee Support	-	-	-	1,172
5302 Wellness	<b>5,600</b>	5,600	1,000	5,265
5305 Employee Assistance Program	<b>3,200</b>	4,000	3,800	3,461
6000 Property & Liability Insurance	333,895	213,570	254,050	210,000
Retrospective Adjustment	(15,000)	(20,000)	(13,602)	(22,043)
<b>Sub Total</b>	<b>318,895</b>			
6001 Workers' Compensation Insurance	303,447	281,753	240,855	256,139
Retrospective Adjustment	(50,000)	(75,000)	(52,966)	(143,962)
<b>Sub Total</b>	<b>253,447</b>			
6050 Dues & Memberships	<b>46,903</b>	36,754	34,011	41,365
State Certified Technician Fees	<b>4,983</b>	6,741	4,000	
6060 Public Outreach Materials	<b>27,950</b>	27,360	20,000	6,947
6065 Recruitment/Advertising	<b>10,000</b>	7,500	6,158	4,925
6070 Office Supplies	<b>19,385</b>	21,121	16,121	10,530
6075 Postage	<b>6,100</b>	5,750	3,000	4,856
6080 Computer & Network Systems	<b>13,399</b>	8,199	3,000	8,115
6085 Bank Service Charges	<b>500</b>	250	250	246
6090 Local Agency Formation Commission	<b>3,500</b>	2,400	2,541	2,243
6095 Professional Fees				
Finance	<b>50,700</b>	41,300	40,000	42,478
Information Systems	<b>40,000</b>	-	-	-
Administration	-	-	6,500	45,047
Public Outreach	<b>1,800</b>	3,800	475	63,772
Laboratory	-	-	4,785	19,615

**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
6100 Attorney Fees - General Counsel	<b>85,800</b>	68,000	68,000	72,127
6100 Attorney Fees - Labor Relations	-	-	-	-
6100 Attorney Fees - Personnel	-	-	-	902
6105 Legal Services - Abatement	<b>1,000</b>	1,000	-	-
6106 HR Risk Management	<b>5,210</b>	4,500	7,819	1,500
6110 Conference Expense				
MVCAC Committee Assignments	<b>16,200</b>	13,400	6,933	5,592
Annual Conference Expense	<b>25,200</b>	21,735	15,034	17,220
Trustee Travel	<b>19,200</b>	19,200	3,000	-
6115 Trustee In-Lieu Expense	<b>13,200</b>	13,200	13,200	13,200
6120 Trustee Support Expense	<b>7,600</b>	7,600	4,000	1,161
6200 Meetings Expense	<b>26,060</b>	7,010	5,000	2,998
6210 Promotion & Education	<b>33,000</b>	28,000	27,000	5,002
6220 Public Outreach Advertising	<b>56,000</b>	56,000	56,000	43,209
6500 Benefit Assessment Expense	<b>83,000</b>	86,000	81,000	78,666
<b>Total Administrative Expense</b>	<b>1,214,332</b>	932,243	886,964	818,832
<b>Utility Expense</b>				
6400 Utilities	<b>137,783</b>	114,383	120,000	130,693
6410 Telecommunications	<b>1,824</b>	1,824	1,824	2,027
<b>Total Utility Expense</b>	<b>139,607</b>	116,207	121,824	132,720
<b>Operating Expense</b>				
7000 Uniform Expense	<b>60,025</b>	54,985	48,191	48,980
7050 Safety Expense	<b>36,520</b>	32,170	26,268	35,124
7100 Physician Fees	<b>7,000</b>	5,000	3,982	3,755
7150 IT Communications	<b>70,780</b>	56,500	50,456	51,614
7200 Maintenance Supplies	<b>3,000</b>	3,000	3,293	3,037
7300 Building & Grounds Maintenance	<b>47,000</b>	42,000	50,422	57,788
7310 Calibration & Certification of Equipment	<b>6,800</b>	6,170	6,500	5601
7350 Permits, Licenses & Fees	<b>8,522</b>	6,427	9,141	7,959
7360 Software Licensing	<b>33,512</b>	31,335	22,305	21327
7400 Vehicle Maintenance & Repair	<b>56,664</b>	44,720	46,000	40,949
7420 Offsite Vehicle Maintenance & Repair	<b>19,416</b>	16,882	17,000	11,289
7450 Equipment Parts & Supplies	<b>30,130</b>	26,940	25,000	21,090
7500 Small Tools Expense	<b>4,700</b>	4,700	4,200	3,465
7550 Lab Operating Supplies	<b>61,850</b>	35,720	32,000	20,695
7570 Green Pool Surveillance	<b>30,000</b>	6,000	6,000	2,400
7575 Surveillance	<b>128,810</b>	72,510	80,000	70,429
7600 Staff Training				
State Required CEU	<b>2,800</b>	1,300	2,155	1152
Professional Development	<b>115,350</b>	84,400	50,872	51,392
7650 Equipment Rentals	<b>1,500</b>	1,000	700	297
7675 Contract Services				
Administration	<b>12,000</b>	12,000	12,000	9,820
Information Systems	<b>21,457</b>	45,081	15,000	10,101
Public Outreach	<b>2,400</b>	2,400	1,196	-
Fleet	<b>20,076</b>	21,446	17,000	15,232
Facilities	<b>78,400</b>	76,400	73,000	92,842
Operations	<b>5,000</b>	5,500	2,317	3,501
Abatement	<b>2,000</b>	2,000	-	-
7680 Cloud Computing Services	<b>135,260</b>	104,499	108,000	97,739

**Coachella Valley Mosquito and Vector Control District  
GENERAL OPERATING BUDGET**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
7700 Motor Fuel & Oils	<b>160,500</b>	130,300	120,000	117,624
7750 Ops Operating Supplies	<b>9,000</b>	14,600	9,358	11,579
7800 Control	-	-		
Chemical Control	<b>687,016</b>	558,116	530,000	512,123
Physical Control	<b>17,000</b>	15,500	-	
Biological Control	-			
7850 Aerial Applications	-	-		
Rural	<b>131,600</b>	135,000	147,675	154,021
Urban	<b>120,000</b>	96,000	34,200	73,601
7860 Unmanned Aircraft Applications	<b>20,000</b>	40,000	30,000	26,318
8415 Operating Equipment	<b>75,720</b>	62,442	60,000	31,548
8510 Research Projects	<b>380,000</b>	150,000	150,000	185,734
9000 Contingency Expense	<b>110,000</b>	110,000	23,228	-
<b>Total Operating Expense</b>	<b>2,711,808</b>	2,113,043	1,817,459	1,812,293
<b>TOTAL EXPENSES</b>	<b>13,925,968</b>	12,262,073	11,918,927	12,480,249
<b>Contribution to Capital Reserves</b>				
8900 Thermal Remediation Reserve	<b>67,000</b>	39,655	39,655	38,500
8900 Capital Facility Replacement Reserve	<b>1,451,860</b>	890,000	890,000	395,294
8900 Capital Project - SIT Insectory	<b>700,000</b>	1,000,000	1,000,000	
8900 Capital Equipment Replacement Reserve	<b>195,298</b>	286,361	286,361	47,506
<b>Total Contribution to Capital Reserves</b>	<b>2,414,158</b>	2,216,016	2,216,016	481,300
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>16,340,126</b>	14,478,089	14,134,943	12,961,549
<b>Operating Revenue Less Expenses, Transfers &amp; Contin</b>	<b>(1,022,090)</b>	(1,000,000)	421,284	353,547
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>16,340,126</b>	14,478,089	14,134,943	12,961,549
<b>Ending Spendable Fund Balance</b>	<b>11,238,712</b>	10,939,817	12,260,801	11,839,517

**Coachella Valley Mosquito and Vector Control District  
THERMAL FACILITY REMEDIATION FUND RESERVE**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
<b>Beginning Fund Balance</b>	<b>148,674</b>	129,139	144,774	90,905
<b>REVENUE</b>				
Misc Revenue				-
Income from Lease	<b>15,000</b>	15,000	15,000	15,000
Interest	<b>1,400</b>	400	1,400	369
Transfer From General Operatir	<b>67,000</b>	39,655	39,655	38,500
<b>TOTAL REVENUE</b>	<b>83,400</b>	55,055	53,900	53,869
<b>EXPENSES</b>				
6095 Professional Fees	<b>50,000</b>			
7300 Maintenance	-	-	50,000	-
8415 Capital				
<b>TOTAL EXPENSES</b>	<b>50,000</b>	-	50,000	-
<b>Total Revenue Less Expense</b>	<b>33,400</b>	55,055	3,900	53,869
<b>Ending Fund Balance</b>	<b>182,074</b>	184,194	148,674	144,774

**Coachella Valley Mosquito and Vector Control District  
CAPITAL EQUIPMENT REPLACEMENT FUND RESERVE BUDGET**

	<b>Proposed Budget 2023-2024</b>	<b>Adopted Budget 2022-2023</b>	<b>Estimated Actual 2022-2023</b>	<b>Actual 2021-2022</b>
<b>Beginning Fund Balance</b>	<b>946,191</b>	620,254	789,009	891,116
<b>REVENUE</b>				
Transfer from General Fund				
Interest	<b>18,924</b>	2,481	2,481	-
Sale of Assets	-	-		
Transfers From Operating Budget	<b>195,298</b>	286,361	286,361	47,506
<b>TOTAL REVENUE</b>	<b>214,222</b>	288,842	288,842	47,506
<b>EXPENSES</b>				
8415 Capital Outlay - IT	<b>321,256</b>	152,832	101,285	127,837
8415 Capital Outlay - Fleet Equipment				14,064
8415 Capital Outlay - Facilities				-
8415 Capital Outlay - Operations	<b>45,145</b>	67,719	30,374	
8415 Capital Outlay - Lab Equipment				7,713
<b>TOTAL EXPENSES</b>	<b>366,401</b>	220,551	131,659	149,614
<b>Total Revenue Less Expense</b>	<b>(152,179)</b>	68,291	157,183	(102,108)
<b>Ending Fund Balance</b>	<b>794,012</b>	688,545	946,191	789,009

**Coachella Valley Mosquito and Vector Control District  
CAPITAL FACILITY REPLACEMENT FUND RESERVE BUDGET**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
<b>Beginning Fund Balance</b>	<b>3,327,488</b>	2,681,960	2,734,110	2,602,368
<b>REVENUE</b>				
Transfer from Vehicle Fund	-	-		
Interest	<b>24,718</b>	24,718	41,012	
Transfers From Operating Budget	<b>1,451,860</b>	890,000	890,000	395,294
Sale of Assets			-	
Misc.			98,054	
<b>TOTAL REVENUE</b>	<b>1,476,578</b>	914,718	1,029,065	395,294
<b>CAPITAL EXPENSES</b>				
6095 Professional Services	<b>200,000</b>		118,300	27,528
7300 Repair & Maintenance	<b>89,000</b>	64,500	151,278	99,184
7310 Maintenance & calibration	<b>12,500</b>	12,500	-	5,354
7675 Contract Services	-	54,000	12,072	
8415 Capital Outlay	<b>1,725,000</b>	256,500	154,037	131,486
8487 Furniture & Equipment	<b>52,000</b>	52,000		
<b>TOTAL EXPENSES</b>	<b>2,078,500</b>	439,500	435,687	263,552
<b>Total Revenue Less Expense</b>	<b>(601,922)</b>	475,218	593,378	131,742
<b>Ending Fund Balance</b>	<b>2,725,566</b>	3,157,178	3,327,488	2,734,110

**Coachella Valley Mosquito and Vector Control District  
SIT CAPITAL PROJECT FUND BUDGET**

	<b>Proposed Budget 2023-2024</b>	Adopted Budget 2022-2023	Estimated Actual 2022-2023	Actual 2021-2022
<b>Beginning Fund Balance</b>	<b>846,703</b>	-	-	-
<b>REVENUE</b>				
Transfer from General Fund		500,000	500,000	
Interest				
Transfers From Operating Budget	<b>700,000</b>	500,000	500,000	
Sale of Assets				
<b>TOTAL REVENUE</b>	<b>700,000</b>	1,000,000	<b>1,000,000</b>	
<b>CAPITAL EXPENSES</b>				
6095 Professional Services	<b>40,000</b>	40,000		
7300 Maintenance	<b>20,000</b>			
8415 Capital Expenditure		200,000	153,297	
<b>TOTAL EXPENSES</b>	<b>60,000</b>	240,000	153,297	
<b>Total Revenue Less Expense</b>	<b>640,000</b>	<b>760,000</b>	<b>846,703</b>	
<b>Ending Fund Balance</b>	<b>1,486,703</b>	760,000	846,703	-



Serving Public Health Since 1928

**Coachella Valley Mosquito and  
Vector Control District**

**Staff Report**

**June 13, 2023**

**Agenda Item:** New Business

Discussion and/or approval of Resolution 2023-09 intention to levy assessments for Fiscal year 2023-2024, preliminary approval of the engineer’s report, and providing for notice of hearing for the CVMVCD mosquito, fire ant, and disease surveillance and vector control assessment — **David l’Anson, Administrative Finance Manager**

**Background:**

The “*Mosquito, Fire Ant, and Disease Control Assessment*” was authorized by an assessment ballot proceeding conducted in 2005 and approved by 74.19% of the weighted ballots returned by property owners. The assessments were subsequently levied by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District by Resolutions:

<b>RESOLUTION – YEAR</b>	<b>\$</b>
No. 2005-04 passed on July 26, 2005	16.00
No. 2006-04 passed on June 13, 2006	16.48
No. 2007-09 passed on June 12, 2007	16.48
No. 2008-11 passed on July 8, 2008	10.55
No. 2009-11 passed on July 14, 2009	9.14
No. 2010-16 passed on July 13, 2010	6.14
No. 2011-19 passed on July 12, 2011	3.07
No. 2012-12 passed on July 10, 2012	3.07
No. 2013-11 passed on July 9, 2013	6.07
No. 2014-11 passed on July 8, 2014	6.07
No. 2015-09 passed on July 14, 2015	6.07
No. 2016-17 passed on July 12, 2016	9.15
No. 2017-10 passed on July 11, 2017	10.21
No. 2018-12 passed on July 10, 2018	12.49
No. 2019-08 passed on July 9, 2019	13.48
No. 2020-11 passed on July 14, 2020	14.39
No. 2021-08 passed on July 13, 2021	14.39
No. 2022-19 passed on July 12, 2022	14.39

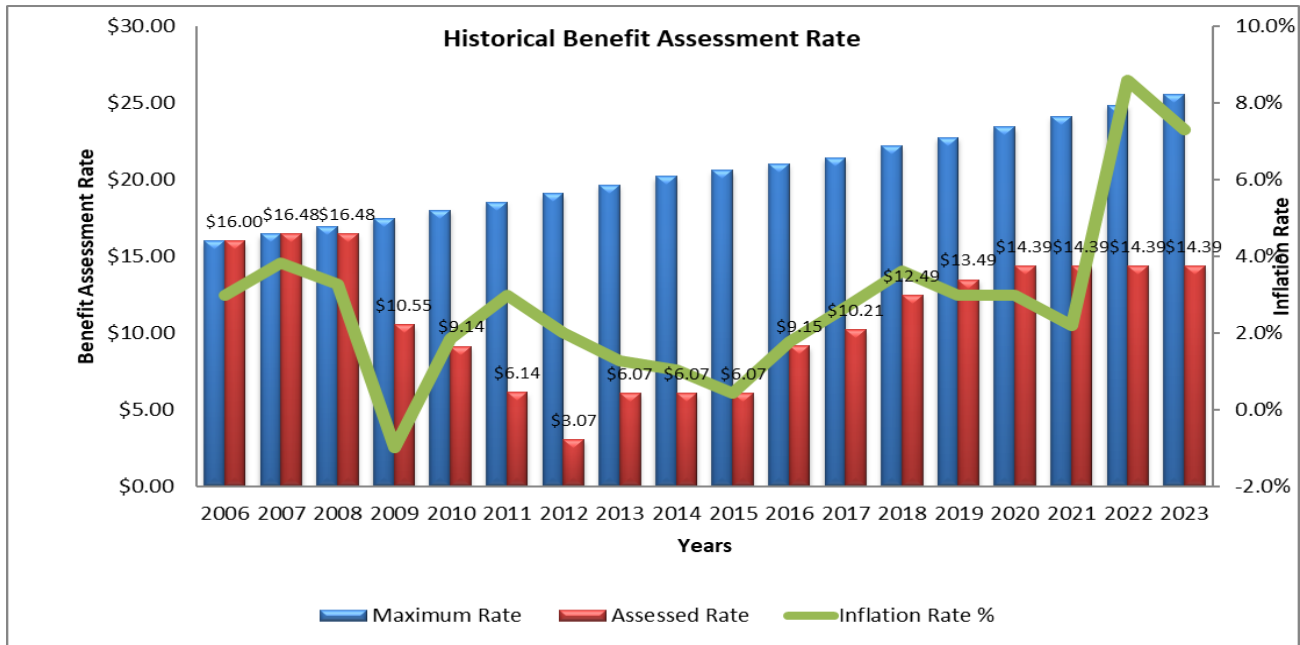


This Resolution provides for the Assessment for the fiscal year 2023-24 as determined by the engineering firm and provides for notice of a **public hearing on July 11, 2023**.

- The rate provided by the Engineer’s Report is preliminary.
- **The Board of Trustees at this meeting will determine the Benefit Assessment rate.**
- The current levy rate is \$14.39 per parcel.

When the Board preliminarily approves the Engineer’s Report, **they are essentially setting the rate for the coming fiscal year as well as setting the date for the public hearing.**

The Board may choose to preliminarily approve the Engineer’s Report as is, or they may approve it with changes, for example, approve the Report but with a different rate, and specify any rate from \$0.00 up to the maximum allowable rate of \$25.60.



**Staff Recommendation:**

Proceed with approval of preliminary Engineer’s Report and Resolution 2023-09

**Fiscal Impact:**

The financial impact of setting the rate to \$14.39 per parcel in Benefit Assessment revenue for FY 2023-24 is \$ 2,370,094.

**Attachments:**

- Resolution 2023-09
- Engineers Report

**RESOLUTION NO. 2023-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**A RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR FISCAL YEAR 2023-24,  
PRELIMINARILY APPROVING ENGINEER'S REPORT,  
AND PROVIDING FOR NOTICE OF HEARING  
FOR THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT  
MOSQUITO, FIRE ANT AND DISEASE CONTROL ASSESSMENT**

**WHEREAS**, the Coachella Valley Mosquito and Vector Control District ("District") was established in 1928 as an independent special district by the Riverside County Board of Supervisors; and

**WHEREAS**, the mission of the District is to reduce the risk of disease transmission by mosquitoes and other vectors for the residents and visitors of the Coachella Valley; and

**WHEREAS**, the District is authorized, pursuant to the authority provided in Health and Safety Code Section 2082 and Article XIID of the California Constitution, to levy assessments for mosquito, vector and disease control services; and

**WHEREAS**, the District provides vector control services which includes a system of public improvements and services intended to provide for the surveillance, prevention, abatement and control of vectors as provided under Proposition 218 ("Services"); and such vector surveillance and control services provide tangible public health benefits, reduced nuisance benefits and other special benefits to the public and properties with the areas of service; and

**WHEREAS**, an assessment for mosquito, fire ant, vector and disease control projects and services has been given the distinctive designation of the "Mosquito, Fire Ant, and Disease Control Assessment" ("Assessment"), and is primarily described as encompassing the District jurisdictional boundaries, which covers nine incorporated cities along the I-10 Freeway (Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage), and the unincorporated areas in the greater Coachella Valley from the San Bernardino County line to the north to the Imperial and San Diego County lines to the south; and

**WHEREAS**, the Assessment was authorized by an assessment ballot proceeding conducted in 2005 and approved by 74.19% of the weighted ballots returned by property owners, and such assessments were levied by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District by Resolution No. 2005-04 passed on July 26, 2005.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that:

SECTION 1. Willdan Financial Services, the Engineer of Work, has prepared an engineer's report in accordance with Article XIID of the California Constitution and Section 2082, et seq., of the Health and Safety Code (the "Report"). The Report has been made, filed with the secretary of the board and duly considered by the Board and is hereby deemed

sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

SECTION 2. It is the intention of this Board to levy and collect assessments for the Mosquito, Fire Ant and Disease Control Assessment for fiscal year 2023-24. Within the Coachella Valley Mosquito and Vector Control District, the proposed projects and services are generally described as mosquito, vector and disease control services such as surveillance, source reduction, identification and elimination of removable breeding locations, identification and treatment of breeding and source locations, application of materials to eliminate larvae, disease surveillance and monitoring, public education, reporting, accountability, research and interagency cooperative activities (the "Services").

SECTION 3. The estimated fiscal year 2023-24 Mosquito, Vector & Disease Control Services and Incidental to be collected on the tax roll is \$2,372,291.87. This cost results in a proposed assessment rate of FOURTEEN DOLLARS AND THIRY-NINE CENTS (\$14.39) per single-family equivalent benefit unit in Zone A and SEVEN DOLLARS AND NINETEEN CENTS (\$7.19) per single-family equivalent benefit unit in Zone B per single-family equivalent benefit unit for fiscal year 2023-24 after contributions. The Assessments are authorized to include an annual increase equal to the change in the Riverside-San Bernardino-Ontario Area Consumer Price Index ("CPI"), not to exceed 3% (three percent) per year without a further vote or balloting process. The annual CPI change for the Riverside-San Bernardino-Ontario Area from January 2022 to January 2023 is 7.330% which exceeds 3%, so 3% will be used as the inflator for FY 2023-24. The maximum authorized assessment rate for fiscal year 2023-24 is \$25.60 per single family equivalent benefit unit for Zone A and \$12.80 for Zone B. The assessment rate proposed to be levied for fiscal year 2023-24 is less than the maximum authorized rate.

SECTION 4. Notice is hereby given that on July 11, 2023, at the hour of six o'clock (6:00) p.m. at the meeting chamber of the Coachella Valley Mosquito and Vector Control District headquarters located at 43-420 Trader Place, Indio, California, 92201, the Board will hold a public hearing to consider the ordering of the Services, and the levy of the assessments for fiscal year 2023-24.

SECTION 5. The secretary of the board shall cause a notice of the hearing to be given by publishing a notice, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the District.

**[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]**

PASSED and ADOPTED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District at a regular meeting thereof held on June 13, 2023.

AYES:  
NOES:  
ABSTAINED:  
ABSENT:

\_\_\_\_\_  
John Peña, President  
Board of Trustees

ATTEST:

\_\_\_\_\_  
Melissa Tallion, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Lena D. Wade, General Counsel

REVIEWED:

\_\_\_\_\_  
Jeremy Wittie, M.S., General Manager



# Coachella Valley Mosquito and Vector Control District

## Mosquito, Fire Ant and Disease Control Assessment

### 2023/2024 ENGINEER'S REPORT

**Intent Meeting: June 13, 2023**  
**Public Hearing: July 11, 2023**

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**ENGINEER'S REPORT AFFIDAVIT**

**Mosquito, Fire Ant and Disease Control Assessment**

Coachella Valley Mosquito and Vector Control District  
Riverside County, State of California

This Report describes the District and relevant zones therein including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2023/2024, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Riverside County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the Board of Trustees.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the Coachella Valley Mosquito and Vector Control District

By: \_\_\_\_\_  
Stacey Reynolds, Principal Consultant

By: \_\_\_\_\_  
Tyrone Peter  
PE # C 81888

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## I. INTRODUCTION

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The Coachella Valley Mosquito and Vector Control District (“District”) is a public health agency located in Riverside County which is dedicated to providing vector control and disease surveillance services to the residents and visitors of the Coachella Valley. The District operates its powers under California Health and Safety Code 2000-2093. Its boundaries encompass 2,400 square miles which include the cities of Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, Rancho Mirage and Riverside County.

The District is comprised of a unique and diverse geography. The eastern half of the Valley is home to the Salton Sea, a saltwater lake located approximately 227 feet below sea level. The highest elevation of 8,516 feet is recorded at the upper terminal of the Palm Springs Aerial Tramway. The area’s average elevation is 68 feet below sea level. Within these elevations, the District surveys and/or treats residential properties, golf courses, public areas, duck clubs, agricultural areas, as well as the salt marshes surrounding the Salton Sea.

The Board of Supervisors established the District in 1928 primarily for controlling eye gnats, which were creating an epidemic of conjunctivitis (“pink eye”). In 1951, the Board of Trustees added a program for mosquito control, and in 1995, expanded the District to a full, vector control agency. In 2005, the District added the Red Imported Fire Ant program.

The District is governed by an eleven-member Board of Trustees (“Board”), nine from incorporated cities and two from the County-at-large. The Board meets on the second Tuesday of each month at its Indio headquarters. Its services are available to all residents of the Coachella Valley.

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)).

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 2005-03 and the other documents and reports that established the Assessment. Reference is hereby made to Resolution 2005-03 and other supporting reports.



## **II. GENERAL DESCRIPTION OF THE PROGRAMS AND SERVICES**

---

The District's purpose and mission is to enhance the quality of life for its community by providing effective and environmentally sound vector control and disease prevention programs through research, development, and public awareness. The services (the "Services") to be funded by the assessment are:

- To fund vector control operations to monitor and control mosquitoes, eye gnats, flies, and other vectors as needed; to suppress the infestation of Red Imported Fire Ants;
- To fund vector surveillance and disease control programs, such as collecting and testing of mosquito pools for viruses, and maintaining sentinel chicken flocks to obtain and test chicken sera samples for arboviruses;
- To protect the community from known vectors and vector-borne diseases by conducting routine control of immature mosquitoes and of adult mosquitoes when needed;
- To support applied research in collaboration with research institutions throughout the country in the application of biological control agents for vectors, such as mosquitofish and tadpole shrimps, to ensure continued improvement of application of IVMP (Integrated Vector Management Program) methods and bio-control measures,
- To protect health using environmentally sound and safe biocontrol programs;
- To fund community outreach programs to educate Valley residents on vector avoidance and on reduction of mosquito breeding sites through elementary school programs, community events, and presentations before civic and community groups;
- To fund related capital improvements and operational services; and
- To fund administrative costs related to the Services or the assessments.

### III. ESTIMATE OF COSTS

#### COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT Mosquito, Fire Ant and Disease Control Assessment

Estimate of Cost  
Fiscal Year 2023/2024

	Total Budget
Vector Control Services and Related Expenditures	
Vector Control and Disease Prevention Operations	\$12,262,444.47
Materials, Utilities and Supplies	1,987,803.81
Capital Equipment and Fixed Assets	75,720.00
<b>Total Vector Control Services and Related Expenditures</b>	<b>\$14,325,968.28</b>
Less:	
Contributions from other Sources	(12,947,942.70)
<b>Net Cost of Vector Control, Fixed Asset Equipment, Operation</b>	<b>\$1,378,025.59</b>
Reserve/Contingency Funds <sup>(1)</sup>	886,772.14
Incidental Costs	
County Collection, Levy Administration, and Other Incidentals	105,022.65
<b>Total Mosquito, Vector &amp; Disease Control Services, and Incidentals</b>	<b>\$2,369,820.38</b>
(Net Amount to be Assessed)	

#### Budget Allocation to Property

Zone	Total SFE Units	Assessment Per SFE	Total Calculated Assessment	Actual Assessment FY 2023/24 <sup>(1)</sup>
Zone A	164,835.62	\$14.39	\$2,371,984.55	\$2,369,519.18
Zone B	42.74	\$7.19	307.32	301.20
<b>Total</b>	<b>164,878.36</b>		<b>\$2,372,291.87</b>	<b>\$2,369,820.38</b>

<sup>(1)</sup> Variance from Total Calculated Assessment due to County even penny requirement and rounding.

## IV. METHOD OF ASSESSMENT

---

This section of the Report includes an explanation of the benefits to be *derived* from the Services provided by the District, and the methodology used to apportion the total assessment to properties within the Mosquito, Red Imported Fire Ant, and Disease Control Assessment area.

The Mosquito, Red Imported Fire Ant, and Disease Control Assessment area consists of all Assessor Parcels within the District as defined by the State Board of Equalization tax rate areas.

The method used for apportioning the assessment is based upon the proportional special benefits to be derived by the properties in the assessment area *over* and *above* general benefits conferred on real property or to the public at large. The apportionment of special benefit is a multi-step process: the first step is to identify the types of special benefit arising from the services, the second step is to estimate the general and special benefits, and the third step is to allocate the assessments to property based on the estimated *relative* special benefit for each type of property.

### A. DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. This special benefit is *received* by property *over* and *above* any general benefits from the proposed Services. With reference to the engineering requirements for property related assessments, under Proposition 218 an engineer must determine and prepare a report evaluating the amount of special benefit *received* by property within the District as a result of the improvements or services provided by a local agency. That special benefit is to be determined in relation to the total cost to that local entity of providing the service and/or improvements.

Proposition 218 as described in Article XIIIID of the California Constitution has confirmed that assessments must be based on the special benefit to property:

*"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."*

### B. BENEFIT FACTORS

In order to allocate the proposed assessments, the Engineer begins by identifying the types of special benefit arising from the aforementioned mosquito and vector control services and that would be provided to property within the assessment area. These types of special benefit are as follows:

- Increased public safety, welfare and protection of health

The proposed assessments will result in expanded and more proactive services to control and abate mosquitoes and other disease carrying or health harming insects. In addition, the proposed assessments will fund additional public health education and disease prevention services. Further, the proposed assessments will fund additional testing and monitoring services for new pathogens that may cause new diseases.

Such expanded services have proven to decrease the likelihood of the transmission of infectious diseases by mosquitoes, such as Encephalitis viruses and other infectious diseases.

This finding was confirmed in 2003 by the State Legislature:

*"Mosquitoes and other vectors, including but not limited to ticks, Africanized honey bees, rats, fleas, and flies, continue to be a source of human suffering, illness, death and a public nuisance in California and around the world. Adequately funded mosquito and vector control, monitoring and public awareness programs are the best way to prevent outbreaks of West Nile Virus and other diseases borne by mosquitoes and other vectors."<sup>1</sup>*

Also, the Legislature, in Health and Safety Code Section 2001, finds that:

*"The protection of Californians and their communities against the discomforts and economic effects of vector-borne diseases is an essential public service that is vital to public health, safety, and welfare."<sup>2</sup>*

Moreover, the Health and Safety Code Sections 2082 et seq. establish that special benefit assessments on real property are a valid method of funding the cost of such vector control programs and services. This constitutes a legislative finding that real property receives special benefit from vector *control* programs and services.

The most important way of introduction of new arboviruses into the Coachella Valley is by the route taken by migratory birds, such as the Pacific Flyway, traveling through the Salton Sea, Sacramento Valley, and tidal marshes near San Francisco all the way to Alaska.

Property in areas with higher disease risk and/or lower public health and safety factors is less desirable and has lower utility and value. Therefore, the proposed Services improve the public health, welfare and safety of residents, employees, customers, tourists, guests, pets, animals and livestock in the Coachella Valley, which is a special or specific benefit ultimately to property in the District.

- Reductions of Potential for New Diseases and Infections in Humans

Mosquitoes have proven to be a major contributor to the spread of new diseases such as West Nile Virus ("WNV"), among others. Mosquitoes can be easily transported and their wide distribution coupled with migratory birds can cause the fast spread of disease transmissions.

*"Vector-borne diseases (including a number that are mosquito-borne) are a major public health problem internationally. In the United States, dengue and malaria are frequently brought back from tropical and subtropical countries by travelers or migrant laborers, and autochthonous transmission of malaria and dengue occasionally occurs. In 1998, 90 confirmed cases of dengue and 1,611 cases of malaria were reported in the USA and dengue transmission has occurred in Texas."<sup>3</sup>*

*According to the CDC.gov website the last reported continental dengue outbreak was in south Texas in 2005 and about 1,500 cases of malaria are diagnosed in the United States each year based on information gather through 2015.*

From the time of introduction to United States in 1999, Center for Diseases Control (CDC) has reported 30,702 human cases of West Nile virus, and 1,220 fatalities. In California from the time of introduction 2003 - 2,989 human cases were recorded, with 198 fatalities

*"During 2004, 40 states and the District of Columbia (DC) have reported 2,313 cases of human WNV illness to CDC through ArboNET. Of these, 737 (32%) cases were reported in California, 390 (17%) in Arizona, and 276 (12%) in Colorado. A total of 1,339 (59%) of the 2,282 cases for which such data were available occurred in males; the median age of patients was 52 years (range: 1 month--99 years). Date of illness onset ranged from April 23 to November 4; a total of 79 cases were fatal."*<sup>4</sup>

*(According to the Centers for Disease Control and Prevention on January 19, 2004, a total of 2,470 human cases and 88 human fatalities from WNV have been confirmed)*

The Services funded by the Assessments will help prevent, on a year-round basis, new diseases and the vectors that transmit diseases. This is an important public health service that ultimately benefits property in the District.

- Enhanced quality of life, desirability of the area and utility of property

The proposed assessments will enhance the control and abatement of mosquitoes, vector populations and other harmful and nuisance insects. This will serve to increase the quality of life and "livability" of property in the Coachella Valley. This enhanced livability and quality of the area will make the area more desirable for residents, customers, guests, tourists and employees. This is a special benefit to residential, commercial, agricultural and industrial properties in the District.

In addition to health related factors, uncontrolled mosquito and vector populations create a nuisance for residents, employees, customers, tourists, farm workers and guests. Properties benefit from the improved environment that is created by the services provided by the Assessment. Agricultural and rangeland properties in the District benefit from the reduced nuisance value and harm to livestock and employees from lower mosquito and vector populations.

Excessive mosquitoes and other vectors in the area can materially diminish the utility and usability of property. For example, prior to the commencement of mosquito control and abatement services, many areas in the State and around the San Francisco Bay were considered to be nearly uninhabitable during the times of year when the mosquito populations were high.<sup>5</sup> The prevention or reduction of such diminished utility of property caused by mosquitoes is clearly a special benefit to property in the District.

The State Legislature made the following finding on this issue:

*"Excess numbers of mosquitoes and other vectors spread diseases of humans, livestock, and wildlife, reduce enjoyment of outdoor living spaces, both public and private, reduce property values, hinder outdoor work, reduce livestock productivity; and mosquitoes and other vectors can disperse or be transported long distances from their sources and are, therefore, a health risk and public nuisance; and professional mosquito and vector control based on scientific research has made great advances in reducing mosquito and vector populations and the diseases they transmit."*<sup>6</sup>

- Increased public awareness and understanding of how to protect themselves, their property and pets and livestock from diseases carried by insects and small mammals.

The proposed assessments will fund public education and awareness programs designed to better protect residents, employees, customers, tourists, guests and their pets and livestock from the risk, harm and nuisance created by vectors and other harmful insects and small mammals. This is a special benefit ultimately to property in the District.

The State Legislature has also made a finding in this regard:

*"Public awareness can result in reduced production of mosquitoes and other vectors on private, commercial, and public lands by responsible parties, avoidance of the bites of mosquitoes and other vectors when the risk of West Nile Virus and other disease transmission is high, detection of human cases of mosquito and vector-borne diseases that may otherwise be misdiagnosed for lack of appropriate laboratory testing".<sup>7</sup>*

- Protection of economic activity

Outbreaks and other public health threats can have a drastic negative effect on tourism, business and residential activities. The proposed assessments will help to prevent the likelihood of such outbreaks. This is a benefit to business, agriculture and residential properties in the District.

Prior to the commencement of the mosquito and vector control services provided by the District in its current service areas, mosquitoes hindered, annoyed and harmed residents, guests, visitors, farm workers, and business employees to a much greater degree. A vector-borne disease outbreak and other related public health threats would have a drastic negative effect on tourism, business and residential activities in the District.

The economic impact of diseases is well documented. According to a study prepared for the Centers for Disease Control and Prevention, the transmission of West Nile Virus in Louisiana was estimated to cost over \$20 million over approximately one year:

*"The estimated cost of the Louisiana epidemic was \$20.1 million from June 2002 to February 2003, including a \$10.9 million cost of illness (\$4.4 million medical and \$6.5 million nonmedical costs) and a \$9.2 million cost of public health response. These data indicate a substantial short-term cost of the WNV disease epidemic in Louisiana."<sup>8</sup>*

Moreover, a study conducted in 1996-97 of La Crosse Encephalitis (LACE), a human illness caused by a mosquito-transmitted virus, found a lifetime cost per human case at \$48,000 to \$3,000,000 and found that the disease significantly impacted life spans of those who were infected. Following is a quote from the study which references the importance and value of active vector control services of the type that are funded by the assessments:

*The socioeconomic burden resulting from LACE is substantial, which highlights the importance of the illness in western North Carolina, as well as the need for active surveillance, reporting, and prevention programs for the infection.<sup>9</sup>*

The services to be funded by the proposed assessments will help to prevent the likelihood of such outbreaks in the District and will reduce the nuisance and harm caused by existing



mosquito populations. This is a benefit to the economic activity for business, agriculture and residential properties in the District.

- Protection of the Coachella Valley's tourism, agriculture and business industries

Tourism is a significant component of the economic and business base in the District. The tourism and business industries in the Coachella Valley would benefit from reduced levels of harmful or nuisance mosquitoes and other vectors. Conversely, any outbreaks of emerging vector-borne pathogens such as West Nile Virus could also materially affect these industries.

Diseases transmitted by mosquitoes and other vectors can adversely impact business and recreational functions.

Cases of West Nile Virus disease in horses have been documented, either by virus isolation or by detection of WNV virus-neutralizing antibodies in 1999, 2000, and 2001. Approximately 40% of equine WNV virus cases results in the death of the horse. Horses become infected with WNV virus in the same way humans become infected, by the bite of infectious mosquitoes. In November 2002, a vaccine intended to aid in the prevention of WNV in horses was licensed by the Veterinary Services division of the U.S. Department of Agriculture's Animal and Plant Health Inspection Service.

*Pesticides for mosquito control impart economic benefits to agriculture in general. Anecdotal reports from farmers and ranchers indicate that cattle, if left unprotected, can be exsanguinated by mosquitoes, especially in Florida and other southeast coastal areas. Dairy cattle produce less milk when bitten frequently by mosquitoes. Per the EPA Public Health Benefits Assessment 1, the Centers for Disease Control (CDC) states that fenthion is needed to counter malathion-resistant mosquitoes in Florida and played a role in the rotation of adulticides for resistance management, and otherwise for control of the very important Aedes spp. salt marsh mosquitoes and Culex nigripalpus.<sup>11</sup>*

The proposed assessments will serve to protect the tourists, employees and other businesses and residents that benefit from these industries. This is ultimately a special benefit to property in the District.

- Wildlife Protection

In addition to domesticated animals, uncontrolled mosquitoes and vectors are a significant risk to wildlife and local ecosystems. Bird populations are especially vulnerable to mosquito-borne diseases, as are wild mammals such as bats, chipmunks and raccoons.

*"The spread of the virus by birds and mosquitoes has significant implications for animal health as well. Animal health officials are concerned about the potential effects on wildlife and other animals, particularly those birds that are susceptible to fatal illness from the virus. The evidence currently points to a mosquito-bird cycle being primarily responsible for the spread of WNV. The WNV vector is the same mosquito vector as St. Louis Encephalitis, Culex tarsalis and Culex quinquefasciatus. Because of this bird-mosquito cycle, numerous species of birds are at risk and have died from WNV."<sup>12</sup>*

Properties in areas with reduced wildlife inherently become somewhat less desirable. Although this may be a somewhat less significant factor, the cumulative benefit from all

benefit factors must be evaluated in context of the small proposed assessment. It is reasonable to conclude that the cumulative benefit exceeds the proposed assessment.

- Reduced risk of nuisance and liability

Agricultural, range, golf course, cemetery, open space, marsh lands, and other such lands contain large areas of mosquito and vector habitat and are therefore a significant source of mosquito and vector populations in the District's area of service. In addition, residential and business properties can also contain significant sources. It is conceivable that known sources of mosquitoes could be held liable for the transmission of diseases or other harm. For example, in August 2004, the City of Los Angeles approved new fines of up to \$1,000 per day for homeowners who don't remove standing water sources of mosquitoes on their property.

The proposed Services to be provided by the District will reduce the mosquito and vector related nuisance and health liability to properties in the District. Moreover, emerging vector-borne pathogens such as the West Nile Virus are a significant threat to horses. The reduction of that risk of liability constitutes a special benefit to property in the District, in addition to the benefits conferred due to the reduced impact of mosquito and vector populations on residents, employees, customers, tourists, guests and livestock, pets, and wildlife.

The above benefit factors, when applied to property in the District, confer special benefits to property and create specific enhancement of property values because properties are more desirable, usable and valuable in areas with improved public health, welfare, safety, quality of life and environment and reduced nuisance factors. These are special benefits to each parcel of property in much the same way that storm drainage, sewer service, water service, sidewalks and paved streets enhance the utility and attractiveness of each parcel of property providing them with more utility of use and making them safer, easier to market, and, ultimately, more valuable.

It should also be noted that Proposition 218 contained a specific exemption for existing vector assessments and other "traditional" assessments for sidewalks, streets, sewers, water, flood control and drainage systems from the new balloting approval procedures it established. In the Statement of Drafter's Intent, the Howard Jarvis Taxpayers Association (HJTA), the authors of Proposition 218, further confirmed that vector assessments were an acknowledged and "traditional" use of assessments. Therefore they granted existing vector assessments an exemption from the new balloting requirements. Furthermore, the HJTA acknowledged that new vector assessments would be subject to the Proposition 218 balloting requirements. This acknowledgement indicates that the HJTA recognized vector control services as a "traditional" use of assessments, that they acknowledged that new vector assessments may be formed after Proposition 218 and inherently, therefore, that vector control services confer special benefit to properties.<sup>13</sup>

In summary, the direct special benefits described in this Report ultimately enhance the economic values of all benefiting real properties in excess of the proposed assessments for these properties. In other words, the assessment engineer finds that the cumulative benefits to property from the Services are reasonably equal to or greater than the annual proposed assessment amount per home and benefit unit.



### **C. GENERAL VERSUS SPECIAL BENEFIT**

As previously discussed, the proposed assessments will fund comprehensive, year-round mosquito, other vector control and disease surveillance and control services that will clearly confer special benefits to the underlying properties in the Coachella Valley. These benefits are expressed to the underlying property by the property owners, guests, employees and tenants who will enjoy a more habitable, safer and more desirable place to live, work or visit.

While the District is the principal vector control agency in the Coachella Valley that controls the spread of mosquito-borne disease as well as mosquito populations, the District does provide a degree of general benefit to the public at large. A measure of this benefit is the proportion of its services that affect those who are not residents, employees, customers, or property owners in the Coachella Valley. Each year, the District provides some of its services in areas near the boundaries of Riverside County, specifically in areas bordering Imperial County, as well as areas bordering the District's westerly boundaries, west of Palm Springs. By abating mosquito populations near the borders of Riverside County and near the borders of the District on the West and East sides, the Services could provide benefits in the form of reduced mosquito and vector populations and reduced risk of disease transmission to properties outside the District. The District conservatively estimates that less than 5% of its operating budget is allocated towards providing services that may, in part, benefit surrounding areas not within the Coachella Valley. Although it can be argued that services near the County and District boundaries are offset by similar offsetting benefits to property in the District from services received in most of the other adjoining Counties, we use the full percentage because it is a more conservative measure.

Another component of general benefit is to those people who visit the Coachella Valley but do not live, shop or work within the proposed assessment area. It has been conservatively estimated that fewer than 5% of the people who visit the Coachella Valley do not live, shop or work within the District. Therefore, 5% of potential benefits to the greater public that visit the District but do not live, work or shop there is another measure of the general benefits from the Mosquito, Red Imported Fire Ant, and Disease Control Assessment.

Using an average of these two measures of general benefit, we find that a maximum of 5% of the benefits conferred by the proposed Mosquito, Fire Ant and Disease Control Assessment are determined to be general in nature. Therefore, 5% of the benefits conferred by the proposed services and improvements are general in nature and must be funded by sources other than the assessment.

The proposed mosquito, fire ant and disease control assessment total budget for mosquito and vector abatement, disease control, and capital improvement is \$14,325,968. Of this total budget amount, the District will contribute about \$12,947,943 or approximately 90% of the total budget from sources other than the Mosquito, Red Imported Fire Ant, and Disease Control assessment. This contribution offsets any general benefits from the Mosquito, Red Imported Fire Ant, and Disease Control Assessment Services.

### **D. METHOD OF ASSESSMENT**

The third step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each

property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (“SFE”). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on an average sized residential parcel. The "benchmark" property is the single family detached dwelling which is one (1) Single Family Equivalent or one (1) SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, a fixed assessment amount per parcel for all residential improved property was considered but was determined to be inappropriate because agricultural lands, commercial property and other property also receive benefits from the assessments. Likewise, an assessment exclusively for agricultural land was considered but deemed inappropriate because other types of property, such as residential and commercial, also receive the special benefit factors described previously. An assessment primarily for the properties with sources of mosquitoes was considered but deemed inappropriate because these properties often have limited economic value and usage by people and because mosquitoes typically fly from their source breeding locations to places occupied by people and animals. Furthermore, even urban residential properties can and do generate their own, often significant, populations of mosquito and vector organisms.

A fixed or flat assessment was deemed to be inappropriate because larger residential, commercial and industrial properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to a property that covers several acres in comparison to a smaller commercial property that is on a 0.25 acre site. The larger property generally has a larger coverage area and higher usage by employees, customers, tourists and guests that would benefit from reduced mosquito and vector populations, as well as the reduced threat from diseases carried by mosquitoes and other vectors. This benefit ultimately flows to the property). Larger commercial, industrial and apartment parcels, therefore, receive an increased benefit from the assessments.

Therefore, the Engineer determined that the appropriate method of assessment should be based on the type and potential use of property, the relative size of the property and its location. This method is further described below.

## **E. ZONES OF BENEFIT**

The District's mosquito, fire ant, and disease control programs, projects and services that will be funded by the proposed Mosquito, Fire Ant and Disease Control Assessment will be provided in all areas within the District boundaries. However, areas north of the Colorado River Aqueduct, which are areas occupied by the Joshua Tree National Park, the Pinto Mountains and the southern ridge of the Twenty nine Palms Mountains, are more remotely located and receive a reduced level of Services and corresponding benefits relative to other parcels in the District. These areas are hereinafter referred to as Zone of Benefit B or Zone B and are depicted on the Assessment Diagram included with this Report. All other parcels within the District boundaries are within Zone A.

Using District estimates for the amount of Services provided to parcels north of the Colorado River Aqueduct (Zone B) relative to the level of Services in Zone A, we find that parcels in Zone B receive approximately one-half of the average level of Services and benefits provided to other parcels in the District (Zone A). Therefore, parcels in Zone B receive 50% of the assessment rate per benefit unit.

## **F. ASSESSMENT APPORTIONMENT**

The special benefits derived from the Mosquito, Fire Ant and Disease Control Assessment are conferred on property and are not based on a specific property owner's occupancy of property or the property owner's demographic status, such as age or number of dependents. However, it is ultimately people who do or could use the property and who enjoy the special benefits described above. Therefore, the opportunity to use and enjoy the region within the District without the excessive nuisance, diminished "livability" or the potential health hazards brought by mosquitoes, vectors, and the diseases they carry is a special benefit to properties in the District. This benefit is related to the number of people who potentially live on, work at, visit or otherwise use the property, because people ultimately determine the value of the benefits by choosing to live, work and/or recreate in the area, and by choosing to purchase property in the area.

### **RESIDENTIAL PROPERTIES**

All improved residential properties that represent a single residential dwelling unit are assigned one Single Family Equivalent ("SFE") or 1.0 SFE. Traditional houses, zero-lot line houses, and town homes are included in this category.

Single family residential properties in excess of one acre receive additional benefit relative to a single family home on less than one acre, because the larger parcels provide more area for mosquito sources and District vector services. Therefore, such larger parcels receive additional benefits relative to a single family home on less than one acre and are assigned 1.0 SFE for the residential unit and an additional rate of 0.002 SFE per one-fifth acre of land area in excess of one acre. Mobile home parcels on a separate parcel and in excess of one acre also receive this additional acreage rate.

Other types of properties with residential units, such as agricultural properties, are assigned the residential SFE rates for the dwelling units on the property and are assigned additional SFE benefit units for the agricultural-use land area.

Properties with more than one residential unit are designated as multi-family residential properties. These properties, along with condominiums, benefit from the services and improvements in proportion to the number of dwelling units that occupy each property, the average number of people who reside in each property, and the average size of each property in relation to a single family home in Riverside County. This Report analyzed Riverside County population density factors from the 2000 US Census as well as average dwelling unit size for each property type. After determining the Population Density Factor and Square Footage Factor for each property type, an SFE rate is generated for each residential property structure, as indicated in Figure 3 below.

The SFE factor of 0.36 per dwelling unit for multifamily residential properties applies to such properties with two to four units (duplex, triplex, fourplex). Properties in excess of 5

units typically offer on-site management, monitoring and other control services that tend to offset some of the benefits provided by the mosquito and vector control district. Therefore, the benefit for properties in excess of 5 units is determined to be 0.25 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

**Figure 3 - Riverside County Residential Assessment Factors**

Land Use	Total Population	Occupied Households	Persons per Household	Population Density Equivalent	Sq. ft. Factor	SFE Rate
Single Family Residential	1,068,257	327,073	3.27	1.00	1.00	1.00
Condominium	73,926	28,805	2.57	0.79	0.70	0.55
Duplex, Triplex, Fourplex	74,640	25,789	2.89	0.89	0.40	0.36
Multi-Family Residential, 5+ Units	146,765	62,396	2.35	0.72	0.34	0.25
Mobile Home on Separate Lot	144,064	60,164	2.39	0.73	0.36	0.26

Source: 2000 Census, Riverside County and property dwelling size information from the Riverside County Assessor data.

**COMMERCIAL/INDUSTRIAL PROPERTIES**

Commercial and industrial properties are generally open and operated for more limited times, relative to residential properties. Therefore, the relative hours of operation can be used as a measure of benefits, since employee density also provides a measure of the relative benefit to property. Since commercial and industrial properties are typically open and occupied by employees approximately one-half the time of residential properties, it is reasonable to assume that commercial land uses receive one-half of the special benefit on a land area basis relative to single family residential property.

The average size of a single family home with 1.0 SFE factor in Riverside County is 0.20 acres. Therefore, a commercial property with 0.20 acres receives one-half the relative benefit, or a 0.50 SFE factor.

The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously are also related to the average number of people who work at commercial/industrial properties.

To determine employee density factors, this Report utilizes the findings from the San Diego County Association of Governments Traffic Generators Study (the "SANDAG Study") because these findings were approved by the State Legislature which determined the SANDAG Study to be a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24. As presented in Figure 4, the SFE factors for other types of businesses are determined relative to their typical employee density in relation to the average of 24 employees per acre of commercial property.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage

ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per fifth acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres. Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

Self-storage, winery and golf course property benefit factors are similarly based on average usage densities. Figure 4 below lists the benefit assessment factors for such business properties.

### AGRICULTURAL, RANGELAND AND CEMETERY PROPERTIES

Utilizing research and agricultural employment reports from UC Davis and the California Employment Development Department and other sources, this Report calculated an average usage density of 0.05 people per acre for agriculture property, 0.01 for rangelands and timber and 1.2 for cemeteries. Since these properties typically are a source of mosquitoes and/or are typically closest to other sources of mosquitoes and other vectors, it is reasonable to determine that the benefit to these properties is twice the usage density ratio of commercial properties. The SFE factors per 0.20 acres of land area are shown in the following Figure 4.

**Figure 4 - Commercial/Industrial Benefit Assessment Factors**

Type of Commercial/Industrial Land Use	Average Usage Per Acre <sup>1</sup>	SFE Units per Fraction Acre <sup>2</sup>
Commercial	24	0.500
Office	68	1.420
Shopping Center	24	0.500
Industrial	24	0.500
Self-Storage or Parking Lot	1	0.021
Wineries	12	0.250
Golf Course	3	0.063
Cemeteries	1.200	0.050
Agricultural/Vineyard	0.050	0.0021
Timber/Dry Rangelands	0.010	0.00042

1. Source: San Diego Association of Governments Traffic Generators Study, University of California, Davis and other studies and sources

2. The SFE factors for commercial and industrial parcels indicated above are applied to each fifth acre of land area or portion thereof, (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

## VACANT PROPERTIES

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties. However, vacant properties are assessed at a lower rate due to the lack of active benefits, as measured by use by residents, employees, customers and guests. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the assessed valuation data from the County of Riverside found that 25% of the assessed value of improved properties is classified as land value. Since vacant properties have very low to zero population/use densities until they are developed, a 50% benefit discount is applied to the valuation factor of 0.25 to account for the current low use density and potential for harm or nuisance to the property owner or his residents, employees, customers and guests. The combination of these measures results in a 0.125 factor. It is reasonable to assume, therefore, that approximately 12.5% of the benefits are related to the underlying land and 87.5% are related to the day-to-day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.125 per parcel.

## OTHER PROPERTIES

Article XIID stipulates that publicly owned properties must be assessed unless those properties are reasonably determined to receive no special benefit from the assessment. All properties that are specially benefited are assessed. Publicly owned property that is used for purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property. Other public properties such as watershed parcels, parks, open space parcels are determined to, on average, receive similar benefits as a single family home. Therefore such parcels are assessed an SFE benefit factor of 1. Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Services and are assessed an SFE benefit factor of 0.

Church parcels, institutional properties, and property used for educational purposes typically generate employees on a less consistent basis than other non-residential parcels. Therefore, these parcels are determined to, on average, receive similar benefits as a single family home. Therefore such parcels are assessed an SFE benefit factor of 1.

## APPEALS

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 the General Manager of the Coachella 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.

## G. ASSESSMENT RANGE FORMULA

The assessment is subject to an annual adjustment tied to the Consumer Price Index for the Riverside-San Bernardino-Ontario Area as of January of each succeeding year (the



"CPI"), with a maximum annual adjustment not to exceed 3%. The assessment rate per single family equivalent benefit unit for the Mosquito, Fire Ant and Disease Control Assessment may increase in future years by an amount equal to the annual change in the CPI, not to exceed 3% per year. In the event that the annual change in the CPI exceeds 3%, any percentage change in excess of 3% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 3%.

The annual CPI change for the Riverside-San Bernardino-Ontario Area from January 2022 to January 2023 is 7.330% which exceeds 3%, so 3% will be used as the inflator for FY 2023/2024. The maximum authorized assessment rate for Zone A for fiscal year 2023/2024 is \$25.60 per single family equivalent benefit unit. The proposed fiscal year 2023/2024 assessment rate per single family equivalent benefit unit for the Mosquito, Fire Ant and Disease Control Assessment is \$14.39 which is less than the maximum allowable rate. The maximum assessment rate for Zone B for fiscal year 2023/2024 is \$12.80 and the proposed rate for this zone is \$7.19.

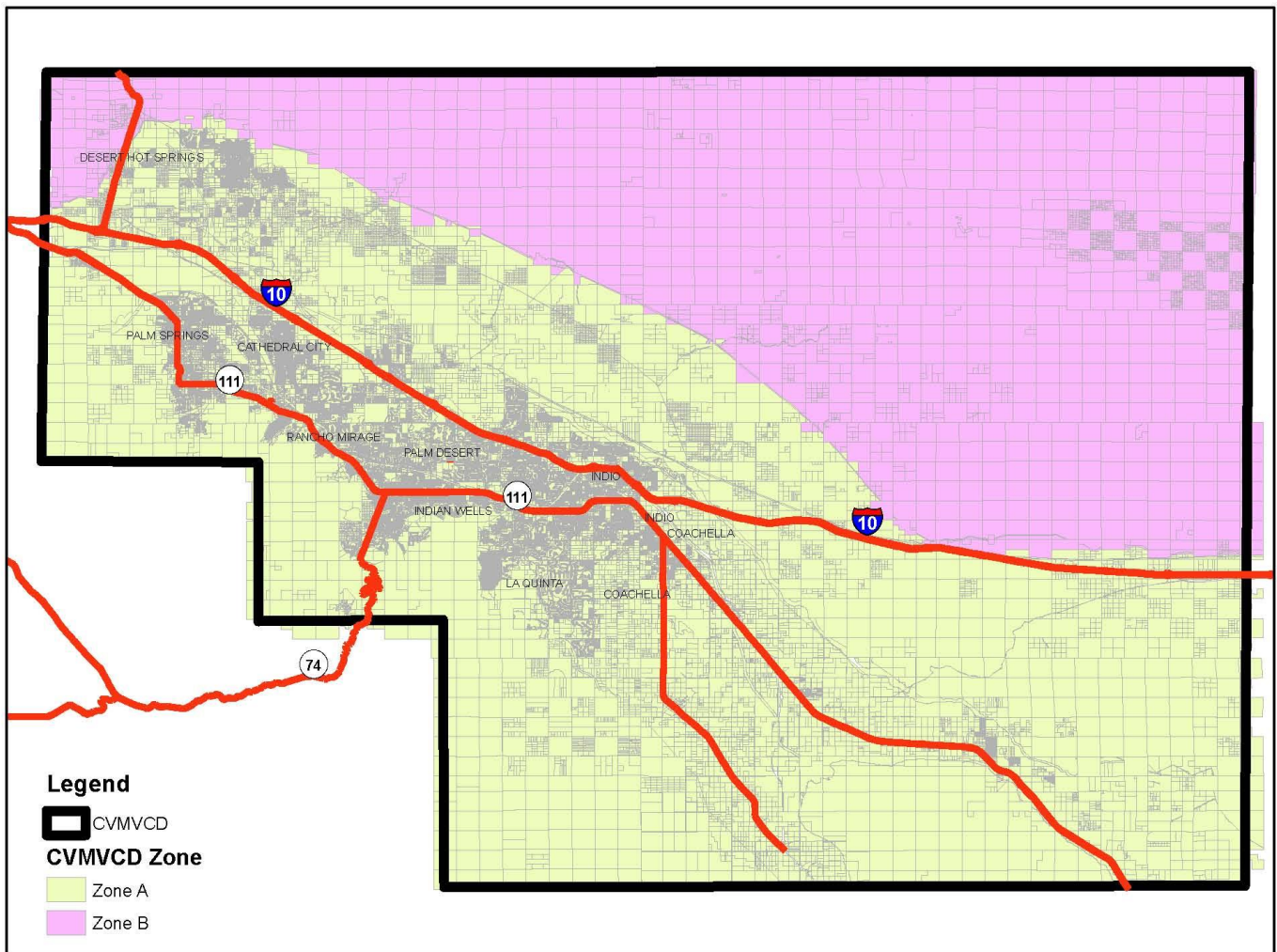
Since property owners, in the assessment ballot proceeding conducted in 2005, approved the initial assessment including the CPI adjustment schedule, the assessment may be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding.

## V. ASSESSMENT DIAGRAM

The proposed Mosquito, Fire Ant and Disease Control Assessment area includes all properties within the boundaries of the Coachella Valley Mosquito and Vector Control District.

The boundaries of the Mosquito, Fire Ant and Disease Control Assessment area are displayed on the following diagram.

### CVMVCD





## VI. END NOTES

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1. Assembly Concurrent Resolution 52, chaptered April 1, 2003
2. As an example of how travel can introduce new vectors and diseases, health officials think that the first human case of West Nile Virus in California (in 2002) was from a mosquito that was transported by car or plane from another state with proven West Nile Virus activity.
3. Rose, Robert. (2001). Pesticides and Public Health: Integrated Methods of Mosquito Management. Emerging Infectious Diseases. Vol. 7(1); 17-23.
4. Center for Disease Control. (2004). West Nile Virus Activity --- United States, November 9--16, 2004. Morbidity and Mortality Weekly Report. 53(45); 1071-1072.
5. Prior to the commencement of modern mosquito control services, areas in the State of California such as the San Mateo Peninsula, Napa County and areas in Marin and Sonoma Counties had such high mosquito populations that they were considered to be nearly unlivable during certain times of the year and were largely used for part-time vacation cottages that were occupied primarily during the months when the natural mosquito populations were lower.
6. Assembly Concurrent Resolution 52, chaptered April 1, 2003
7. Ibid
8. Zohrabian A, Meltzer MI, Ratard R, Billah K, Molinari NA, Roy K, et al. West Nile Virus economic impact, Louisiana, 2002. Emerging Infectious Disease, 2004 Oct. Available from <http://www.cdc.gov/ncidod/EID/voll0nol0/03-0925.htm>
9. Utz, J. Todd, Apperson, Charles S., Maccormack, J. Newton, Salyers, Martha, Dietz, E. Jacquelin, Mcpherson, J. Todd, Economic And Social Impacts Of La Crosse Encephalitis In Western North Carolina, Am J Trop Med Hyg 2003 69: 509-518
10. S. Geiser, A. Seitzinger, P. Salazar, J. Traub-Dargatz, P. Morley, M. Salman, D. Wilmot, D. Steffen, W. Cunningham, Economic Impact of West Nile Virus on the Colorado and Nebraska Equine Industries: 2002, April 2003, Available from [http://www.aphis.usda.gov/vs/ceah/cnahs/nahms/equine/wnv2002\\_CO\\_NB.pdf](http://www.aphis.usda.gov/vs/ceah/cnahs/nahms/equine/wnv2002_CO_NB.pdf)
11. Jennings, Allen. (2001). USDA Letter to EPA on Fenthion IRED. United States Department of Agriculture, Office of Pest Management Policy. March 8, 2001.
12. U.S. Government Accounting Office (GAO), "West Nile Virus Outbreak: Lessons for Public Health Preparedness." GAO Report Number GAO/HEHS-00-180, September, 2000. Page 17.
13. "This is the "traditional purposes" exception. These existing assessments do not need property owner approval to continue. However, future assessments for these traditional purposes are covered." Howard Jarvis Taxpayers Association, "Statement of Drafter's Intent", January 1997.

## ***VII. ASSESSMENT ROLL***

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Reference is hereby made to the Fiscal Year 2023/2024 Assessment Roll in and for said assessment proceedings on file in the office of the General Manager of the District, as said Assessment Roll is too voluminous to be bound with this Report.



Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

**Agenda Item:** New Business

Upon the approval of the 2023-24 Budget: Discussion and/or approval to purchase chemical control products in an amount not to exceed \$687,016.00 from funds 7800.01.500.028, Field Chemical Control - *Budgeted, Funds Available* - **Greg Alvarado, Operations Program Coordinator**

**Background:**

In 2014 the purchase of chemical control products was changed requiring the approval of annual purchase of products based on multi-year historical analysis of pesticide usage to predict total product requirements and delivery schedules.

The purchase of the following chemical control products for Operations Control program is required during the FY 2023-2024. The bid decision will consider the level of technical support provided by the chemical distributors and/or manufacturers in determining the final award for each product. The amount and quality of service does vary from one company to another, and their technical support and expertise are an added benefit to the District and increase the value of funds spent on chemical products by the District.

Products will be delivered and billed on or near the projected delivery date or as needed if determined by the Operations Manager and approved by the General Manager.

PRODUCT	Target	TOTAL Amount	Estimated Cost
Advion	RIFA	3,000 Lbs.	\$43,800.00
AquaBac 200 G	MOSQUITO	3,200 Lbs.	\$9,600.00
CocoBear	MOSQUITO	55 Gals.	\$2,520.65
DeltaGard	MOSQUITO	60 Gals.	\$12,850.80
Evergreen ULV (5-25) Ground	MOSQUITO	110 Gals.	\$21,257.50
Extinguish Plus	RIFA	15,000 Lbs.	\$140,100.00
Merus 3.0	MOSQUITO	55 Gals.	\$17,931.65
Metalarv S-PT	MOSQUITO	1,000 Lbs.	\$28,810.00
Natular G	MOSQUITO	1,600 Lbs.	\$14,928.00
Natular SC	MOSQUITO	10 Gals.	\$13,192.50
Natular G30	MOSQUITO	1,600 Lbs.	\$31,344.00
Natular Censor	MOSQUITO	9,600 Lbs.	\$46,752.00

Siesta	RIFA	1,000 Lbs.	\$13,200.00
VectoBac G	MOSQUITO	3,200 Lbs.	\$9,568.00
VectoBac WDG	MOSQUITO	4,800 Lbs.	\$177,504.00
VectoMax FG	MOSQUITO	1,600 Lbs.	\$15,696.00
VectoPrime FG	MOSQUITO	600 Lbs.	\$2,526.00
<b>TOTAL</b>			<b>\$601,581.10</b>

**Staff Recommendation:**

The Operations Department is requesting Board approval to purchase chemical control products in the amount not to exceed **\$687,016.00**.

**Fiscal Impact:**

<b>FY2023-24 Budget GL#7800.01.500.028</b>	<b>Current Available Funds</b>	<b>Proposed Expense Fiscal Year 2023/24</b>	<b>Remaining Available Funds</b>
<b>\$687,016.00</b>	<b>\$687,016.00</b>	<b>NTE \$687,016</b>	<b>\$0</b>



Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

**Agenda Item:** New Business

Upon the approval of the 2023-24 Budget: Discussion and/or approval to enter into an agreement with Client First Technology Consulting in an amount not to exceed \$37,980 from funds 6095.01.210, Professional Fees —*Budgeted, Funds Available* — **Jeremy Wittie, M.S., CSDM, General Manager**

**Background:**

One of the goals of the District’s 2022 Strategic Business Plan is to create/develop an IT Succession/Emergency plan for District Information Technology services. Client First will create a well-documented plan to guide the District’s IT team and the District’s operational departments over the next five years in planning, procuring, implementing, and managing current and future technology investments. Once the project is complete the District will be provided with recommendations, budgets, and implementation timelines to create the District’s Technology Assessment and Master Plan Report. Final presentations will be made to the Board of Trustees.

**Recommendation:**

Staff recommends approval to enter into an agreement with Client First Technology Consulting in an amount not to exceed \$37,980.

**Fiscal Impact:**

FY2023-24 Budget GL#6095.01.210	Current Available Funds	Proposed Expense Fiscal Year 2023/24	Remaining Available Funds
\$40,000	\$40,000	\$37,980	\$2,020

**Exhibits:**

- Client First Technology Consulting proposal and fees

**Strategic Business Plan Alignment:**

**OBJECTIVE 4.2 Key IT Programs and Services can be restored quickly.**

**WP 4.2.1** Develop an IT Emergency plan for District IT services. (IT Manager, 2023)

**OBJECTIVE 4.3 Increase the effectiveness of staff in measurable ways through the implementation and use of new tools, technology, and equipment.**

*Statement of Qualifications for*  
**Technology Master  
Planning**

*April 10, 2023*



*Client Locations*  
**Coast-to-Coast**

*Practice Locations*  
**California  
Texas  
Illinois  
North Carolina**

**800.806.3080**  
[www.clientfirstcg.com](http://www.clientfirstcg.com)

**Optimal Technology Guidance**

**CLIENTFIRST**  
TECHNOLOGY CONSULTING



April 10, 2023

Mr. Jeremy Wittie  
General Manager  
Coachella Valley Mosquito & Vector Control District  
43420 Trader Place  
Indio, CA 92201

**RE: Proposal for Technology Master Planning**

Dear Mr. Wittie:

ClientFirst appreciates the opportunity to present the Coachella Valley Mosquito & Vector Control District with our proposal, which includes developing and articulating a vision for the effective use of technology to support the work of the District.

We are adept at educating and building consensus among staff members, departmental leadership, senior management, and elected officials. Our approach is to assess the current environment, review alternatives, and provide the District with specific recommendations and supporting documentation regarding strategy and tactical implementation.

**Methodology and Approach** – ClientFirst customizes industry best practices for Technology Assessment and Master Planning in a practical way to meet the unique needs of each agency. We provide:

- Assessments for business department applications, technology utilization, and operational needs
- IT infrastructure, cybersecurity, operations, service delivery, and staffing assessments
- Development of strategies, goals, objectives, and recommendations
- Comprehensive technology initiative recommendations with budgets, timelines, and resource requirements
- Master planning workshops with operational departments, IT management, IT Planning Committee, and executive management
- Master Plan reports and supporting documentation
- Tracking and measurement of plan objectives and initiatives

**Truly Independent** – ClientFirst is a truly independent technical services and consulting firm. We are certified in multiple technologies, but we DO NOT resell hardware and software, nor represent those that do. Therefore, there is no risk of our analysis being biased towards a particular solution.

**Local Government and Municipal Focus** – Our management team's career experience includes over 3,000 projects for more than 500 local government agencies.

If you have any questions, feel free to contact us at 951.739.7989 or via email at [dkrout@clientfirstcsg.com](mailto:dkrout@clientfirstcsg.com) or [tjakobsen@clientfirstcsg.com](mailto:tjakobsen@clientfirstcsg.com) for additional information. We look forward to the opportunity of serving the Coachella Valley Mosquito & Vector Control District as one of our many satisfied clients.

Sincerely,



**David W. Krout, CPA** *(inactive)*  
Partner  
Management Consulting Practice Leader



**Tom Jakobsen**  
Partner  
IT Infrastructure and Operations Consulting Practice Leader



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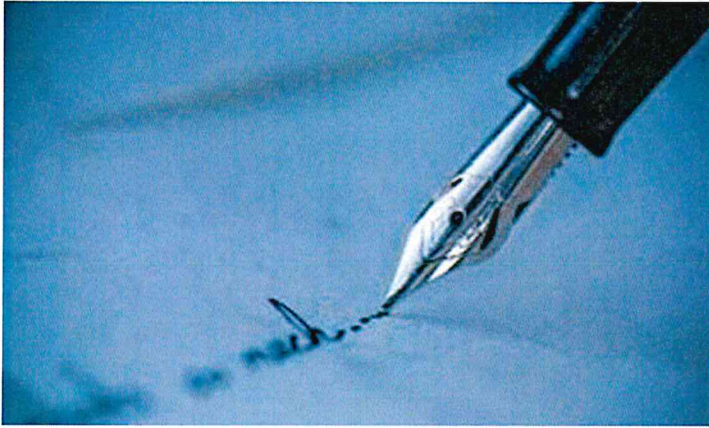
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ClientFirst is well equipped to assist the District in this endeavor. Key differentiators that set our services apart from other IT consulting firms, along with an overview of the project, are outlined in the following pages.





## Technology Master Plan Objective

The objective of the Assessment and Planning process includes developing and articulating a vision for the effective use of technology to support the work of the District, assuring the proper technical resources and organization structure to effectively manage the information technology (IT) function. The plan also identifies strategies for developing and implementing technology initiatives in support of the organization's department operational needs and Master Plan. We also focus our efforts on planning and recommending improvements in the District's business applications to make those applications more effective in supporting the departments and the goals of the organization.

We create a well-documented plan to guide the IT team and the District's operational departments over the next five years in planning, procuring, implementing, and managing current and future technology investments, as well as resources related to operational technology and information technology service delivery. The plan is the result of a thorough analysis of the following:

- Interviews and workshops involving all levels of the District's operational staff, including the management team, end-users, and other stakeholders
- Existing hardware and network infrastructure, staffing, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use by the District
- Identification and prioritization of projects to undertake over the next five years
- Identification of needs to accommodate current and future technology requirements, such as IT operations and management, legal requirements, cybersecurity requirements, service delivery, cloud computing, smart city technologies, etc.

**Experience with Government Agencies** – We have experience in working with government agencies across the country. Our staff has subject-matter expertise that enables us to quickly understand operational demands and opportunities, and then equate them to beneficial technology improvements and recommendations.

Frankly, IT is a hard topic to handle, and they're not boring or too technical. It was invaluable to have them on-site meeting with people, because their communication style is much better than others I've seen.

—Director of Administrative Services  
CA Municipality





## Approach to Technology Assessment and Master Planning

*Technology Assessment and Master Planning* is the process by which information technology supports the goals and objectives of the organization. This process *aligns technology strategies and objectives with key business processes and drivers*.



**More than a Strategic Plan** – The industry standard in IT planning for the past decade has been a high-level strategic analysis to develop what is called a *strategic plan*. Though helpful, such a plan lacks the depth and practical guidance necessary to successfully (1) implement the plan, (2) meet business goals through technology initiatives, and (3) maintain the plan into the future.

ClientFirst takes the strategic plan to a new level with our Technology Assessment and Master Plan, which provides several key features:

- Collaborative Needs Assessment
- Education and Prioritization Workshops
- Step-by-Step Roadmap
- Resource Assignments
- Project Budgets
- Project Timelines

**Tactical** – Our emphasis is on providing the District with a technology plan that is both strategic and tactical. Our goal is to create a plan that fully documents each initiative and can be used without our continued help.

**Business Perspective** – We approach Technology Assessment and Master Planning from a business perspective and create deliverables that be understood by everyone in the organization, from the IT technicians to upper-level management and elected officials.

**Collaborative and More Comprehensive** – Our process is intended to create an interactive, collaborative environment conducive to the sharing of ideas, while building a single vision for the future of the District's information technology function, decision-making, and ongoing support. This collaborative effort results in a detailed and comprehensive action plan that should be viewed as a fluid, "living" set of documents. We train agency staff on the adopted technology initiatives and projects, as well as how to implement the plan over the next five years.



**Practical and Sustainable** – Because of our **focus on budget realities and sustainable solutions**, the solutions we recommend will be **practical and cost-effective**. Receiving a plan that is too costly to implement and sustain does not help the District in the long run.

**Use of Best Practices** – ClientFirst utilizes PMI, COBIT, ITIL, and EAP concepts as building blocks, drawing on our own experience and knowledge of best practices to guide our Technology Assessments and System Selections. Governance is an essential component to overseeing that technology strategies and recommendations align with business objectives in an ongoing, repeatable process.

- PMI (Project Management Institute)
- ITIL (Information Technology Infrastructure Library)
- COBIT (Control Objectives for Information and Related Technology)
- EAP (Enterprise Architecture Planning)

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager  
IL Municipality



## Firm Resources and Commitment

We consider Technology Planning projects to be the premier service offering of our firm. We are a diversified firm, with a wide range of subject-matter experts who are committed to completing this project in a timely manner. We have included the steps necessary to attend meetings, advise staff on matters specific to the scope of services, prepare and present reports to District Management and members of the District's Council (if desired), and assist with due diligence and disclosure processes relevant to the scope of services.

### Project Team Resources

We will assign a comprehensive multi-discipline team to this project. This team is assembled from practice leaders in the Management Consulting, Enterprise Applications and Business Processing, and IT Infrastructure practices within our firm.

All members of this project team are **ClientFirst employees** and are **not hired, third-party sub-contract resources**. This ensures **consistency, continuity, and quality** in our deliverables.

### Experience that Enhances the Master Planning Process

One of the unique qualities of ClientFirst is our breadth of service practice areas, summarized below. As a firm, our recommendations are based on **real-life experience resulting from performing and delivering these services daily**. Our continued engagement with our clients provides us with significant opportunities to stay current **with industry trends and emerging technologies, while preserving our independence** by not reselling vendor products.

#### *IT Staffing and Leadership Experience*

- **Interim IT Management** – Our firm has senior talent that held CIO positions, as well as led national, government-solution-based software companies. We have placed these resources at various government organizations to fill IT leadership vacancies and assist in hiring and transitioning to replacement IT leadership.
- **Staffing Assessment and Organization** – Our IT leadership experience helps our government clients' IT staffing structures, and develops their IT teams to be more productive, efficient, and deliver a higher level of service.

#### *IT Infrastructure*

- **IT Infrastructure Resources** – Our firm has government-agency-experienced network engineers and senior system administrative talent. We utilize these experts in our Technology Assessment and Planning engagements for their real-world experience in making meaningful recommendations.
- **Telecommunication and Infrastructure Cabling** – A key resource in our firm is our telecommunications talent. They have designed, selected, and implemented state-of-the-art telephone and telecommunications systems for hundreds of local government agencies. Our team's experience includes inside/outside cable-plant expertise, including fiber-optic and wireless specialization.
- **IT Support Experience** – We provide IT support and act as the IT department or management for several agencies in Illinois. These teams have real-life experience in managing the IT operations of government agencies and can impart their knowledge when assisting with Technology Assessment and Planning recommendations and initiatives.





### ***Local Government Application and Process Improvement Expertise***

- **Application Knowledge** – We have experienced enterprise application consultants that have assessed, reviewed, and assisted in the selection of all local government application suites, including Financial and Accounting, People Management, CIS/Utility Billing, Land Management, Work Orders and Asset Management, Public Safety, Parks and Recreation, Community Services, and more. They have literally worked with thousands of end-users in all agency departments. This experience helps us make effective departmental application and operational technology recommendations.
- **Application Implementation** – We have experienced Implementation Project Management staff. This is helpful to the Technology Assessment and Planning process because we know what it takes to implement these solutions according to Best Practices.
- **Process Improvement** – A key aspect of applications and operational technology is the ability to use these tools to eliminate manual and duplicate processes, reduce shadow systems, and improve processes to achieve higher levels of productivity and service to departments and citizens.

### **Experience in Multilevel Communication and Advising Clients**

For a plan to be successful, it must be communicated and understood at all levels, top to bottom. We provide deliverables and present materials in such a way to facilitate the communication of the plan across the organization to readers of multiple audiences. We also have experience in effectively presenting to executive management and elected officials to gain buy-in and support for the necessary strategies and resources required to implement a long-term Technology Master Plan.



## Similar Projects

The list below includes the list of agencies for whom our partners, managers and consultants have completed Technology Master/Strategic Plans and IT Assessments projects. More information related to these projects can be provided, upon request.

City of Albany	City of San Pablo	CA-NV American Water Works Association
City of Ankeny	City of Seal Beach	Castaic Lake Water Agency
City of Appleton	City of Sierra Madre	Castro Valley Sanitary District
City of Brentwood	City of Simi Valley	Hayward Area Recreation & Park District
City of Brisbane	City of South Gate	Midpeninsula Regional Open Space District
City of Burbank	City of South San Francisco	Ramona Water
City of Camarillo	City of St. Charles	Rosamond Community Services District
City of Chino	City of Tustin	San Bernardino Municipal Water
City of Colton	City of Vacaville	Southern California Coastal Water Research
City of Corona	City of West Covina	Sweetwater Authority
City of Countryside	City of West Des Moines	Western Municipal Water District
City of Downey	Town of Danville	Consolidated High School District 230
City of Dublin	Town of Groton	Dubuque Community School District
City of Foster City	Town of Groton PD	East Aurora CUSD 129
City of Gastonia	Town of Truckee	Harrison School District 36
City of Glendora	Town of Yucca Valley	Indian Prairie Community Unit School District 204
City of Hemet	Village of Cary	J. Sterling Morton School District 201
City of Highland Park	Village of Glencoe	Jurupa Community Services District
City of La Habra	Village of Kenilworth	Morton High School District
City of La Puente	Village of Libertyville	Naperville Community Unit School District 203
City of Lake Forest	Village of Lincolnwood	Naperville Park District
City of Larkspur	Village of Lincolnwood PD	Norridge Park District
City of Manassas Park	Village of Matteson	Park Ridge Schools
City of Menlo Park	Village of Morton Grove	Riverside Public School District 96
City of Mount Airy	Village of Norridge	University of Michigan
City of Mission Viejo	Village of Northbrook	West Covina Unified School District
City of Murrieta	Village of Northfield	Illinois Action for Children
City of Norco	Village of Oak Brook	Illinois Municipal Retirement Fund
City of Oakbrook Terrace	Village of Oak Park	Lincolnwood Public Library
City of Pacific Grove	Village of River Forest	Oswego Library District
City of Palm Desert	Village of Riverside	Park District of Highland Park
City of Pflugerville	County of Atascosa	
City of Piedmont	County of Davie	
City of Pismo Beach	County of Denton	
City of Port Hueneme	County of DuPage	
City of Rancho Cucamonga	County of Mariposa	
City of Rancho Mirage	County of Milwaukee County	
City of Redlands	County of Waukesha	
City of Rialto	Mendocino County	
City of Riviera Beach	Sheriff	
City of Rockford	Riverside County Sheriff	
City of Salisbury	Cucamonga Valley Water District	
City of San Gabriel		



Our consultants have been assisting local governments with innovative technology solutions for 18 years. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. Our subject-matter experts offer a wide range of technology services that our clients often leverage to resolve specific issues. We are confident that no other consulting firm focusing on local governments offers the wide range of IT services that we do.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity. I haven't met anyone else who's even close to ClientFirst in their level of expertise.

—Director of Administrative Services  
CA Municipality





## Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical in all respects. Our management team's career experience includes over 3,000 projects for more than 500 local government agencies.

## Local Presence and Practice Locations

We have a local presence with extensive experience in California. ClientFirst is a national firm, with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

## Business Management Approach

We understand that not all government executives are versed in the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson the ability to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

## Practical Recommendations

**We believe in using technology as a tool to meet the agency's business objectives; we do not apply technology just for technology's sake.** We are serious in our quest to provide clients with practical solutions that meet their individual requirements. Sometimes the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.

### SAVE



### INCREASE



## True Independence

ClientFirst believes in practicing **true independence**. We do not resell products, nor maintain relationships that would result in any add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at lowest competitive cost) to meet their needs.



## National Recognition

Our consultants are recognized nationally for their work by many of the industry's leading vendors. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.



# Industry Recognition

## CIO Review

ClientFirst has been featured in CIO Review as one of the “20 Most Promising Government Technology Solution Providers”.



## National Speakers

ClientFirst personnel have conducted educational sessions at national and local conferences such as CSMFO, MISAC, and GFOA, among others.







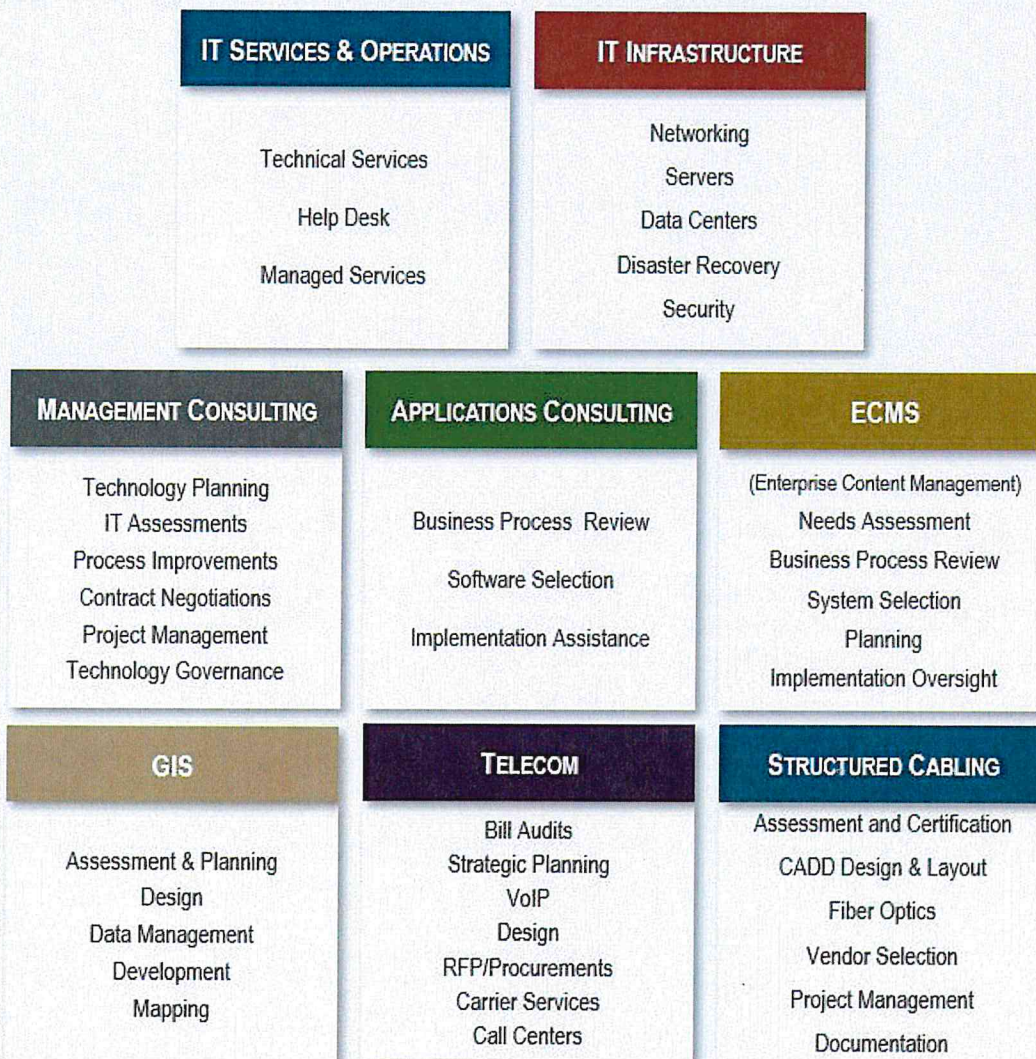
## Diversified Experience

We have **extensive experience with a wide variety of organizations and technology and processing environments**. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed with respect to vendor and industry developments.

## Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each project, working as an integrated team to **provide end-to-end consulting and support services**.

### CLIENTFIRST Integrated Technology Solutions Groups







## Integrated Technology Services

### Management Consulting

- Technology Strategic/Master Planning
- IT Assessment
- IT Staffing Assessment
- Process Improvement
- Procurement Assistance
- Contract Negotiation
- Project Management
- IT Governance Seminars

### Applications Consulting

#### *Business Process Review*

- Business Case Analysis
- Assessment and Recommendations
- Process Analysis and Improvement

#### *Software Selection*

- Feature / Function Requirements Definition
- Implementation Risk Assessment
- Change Management
- RFP Development
- Vendor Analysis and Evaluation
- Demonstration Facilitation
- Contract Review and Negotiation
- Implementation Project Management
- Ad Hoc Report-Writing Assistance

### ECMS

- Assessment
- Business Process Review
- System Selection
- Planning
- Implementation Oversight

### Telecommunications Consulting

- VoIP Readiness Review
- Systems Evaluation, Design, Specification, and RFP Development
- Bill Audits (Cost Analysis and Negotiation)
- Telecom Expense Management (TEM)
- Credit / Refund Requests
- Strategic Planning
- Project Management
- Carrier Services Cost Analysis
- Operational and Workflow Review
- System Selection and Contract Negotiation

### GIS

- Assessment and Planning
- Design
- Data Management
- Development
- Mapping

### IT Infrastructure

#### *Networking and Servers*

- Assessment, Design, and Installation
- Replication and Redundancy Strategy
- Virtualization
- Cloud Computing
- Wireless
- Data Center Design

#### *Disaster Recovery*

- Risk Assessment and Business Impact Analysis
- Disaster Recovery Planning
- Hot-Site and Recovery Service Evaluation
- Storage Area Networking
- Backup Strategies and Design

### Cybersecurity

- Assessment and Planning
- Applications and Hardware Security
- Cybersecurity Review
- Security Policy and Control Development
- Intrusion Testing
- Workshops and Training
- Compliance: NIST, NCCoE, PCI, CJIS, NEA/FERC

### Structured Cabling System Design

- Assessment and Certification
- CADD Design and Layout
- RFP / Vendor Selection
- Project Management
- Documentation
- Fiber-Optic Network Design

### IT Staffing/Augmentation

- IT Staffing Assessment and Operational Review
- Interim IT Management
- Virtual CIO Service
- Supplemental IT Management Staffing

### IT Services and Operations

#### *IT Technical and Managed Services*

- On-Site or Remote Support
- Inventory and Licensing Management
- Network, Server, Selection, Implementation, Configuration, and Management
- Security Systems Support
- Remote Systems Monitoring





## Areas of Expertise

The consultants assigned to this engagement have direct experience in a broad range of products and services.

ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director  
City of Dallas

### IT INFRASTRUCTURE & OPERATIONS EXPERIENCE

- Data Center Management
- Cable Infrastructure
- Wireless Systems
- Routers and Switches
- Server Installation, Configuration and Troubleshooting
- Network Troubleshooting and Configuration
- Security Systems Support
- Network Management
- Event Monitoring
- Patch Management
- Inventory Management
- Licensing Management
- Software Distribution
- Remote Network and Desktop Monitoring

Desktop Monitoring  
Remote Network and

### TELECOM EXPERIENCE

- Systems Evaluation and Assessments
- Telecommunications System Management
- Voice and Data Cable Infrastructure Design and Engineering
- LAN/WAN Assessments, Design, Procurement, and Implementation
- VoIP (Voice-over-Internet Protocol) Readiness Reviews and Assessments
- Telecom Billing Audits and Cost Reviews
- Strategic IT and Telecommunications Planning
- Systems Design and Alternative Analysis
- Business Continuation Planning and Disaster Recovery Planning
- Call Center Planning and Operational Design
- Competitive System and Vendor Selection
- Project Management and Implementation

Implementation

Project Management and

### DEPARTMENT AREA EXPERIENCE

- Council
- Administration
- Building and Safety
- City Clerk
- Finance
- Fire
- Library
- Utility Billing
- Customer Service/Call Centers
- Payroll
- Human Resources
- Planning
- Police
- Purchasing
- Public Works
- Parks and Recreation
- Engineering
- Geographic Information System (GIS)
- Water
- Wastewater
- Sanitation
- Field Operations
- Laboratories
- Environmental Services
- Facilities
- Treatment Plants
- Fleet Management
- Engineering
- Warehousing

Warehousing

Engineering

### APPLICATION AREA EXPERIENCE

- General Ledger
- Budgeting
- Project Accounting
- Grant Accounting
- Cash Receipts
- Purchasing and Receiving
- Bids Management
- Contract Management
- Accounts Payable
- Fixed Assets
- Loans
- Special Assessments
- Financial Reporting
- Business Licensing
- Applicant Tracking
- Human Resources
- Employee Self-Service
- Benefits Tracking
- Time and Attendance
- Payroll
- CIS and Utility Billing
- Customer Service / Call Centers
- Backflow
- Service Orders
- Work Orders / Preventative Maintenance
- Inventory and Fleet Management
- Planning, Permitting, Inspection and Code Enforcement
- Land/Parcel/Address Management
- Computer-Aided Dispatch (CAD)
- Records Management
- Mobile Computing
- Citizen Request Management (CRM)
- Geographic Information System (GIS)
- Adjudication
- Dispatch
- System (GIS)

System (GIS)





## Technical Certifications

ClientFirst consultants collectively possess an extensive portfolio of certifications, revealing their commitment to ongoing professional training and ensuring that our clients have access to the latest information in the field.







## Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

### California

City of Albany  
 City of Azusa  
 City of Big Bear Lake  
 City of Brentwood  
 City of Brisbane  
 City of Burbank  
 City of Calabasas  
 City of Camarillo  
 City of Carlsbad  
 City of Chico  
 City of Chino  
 City of Clovis  
 City of Colton  
 City of Corona  
 City of Coronado  
 City of Downey  
 City of Dublin  
 City of Escondido  
 City of Foster City  
 City of Glendora  
 City of Healdsburg  
 City of Hemet  
 City of La Habra  
 City of La Puente  
 City of Laguna Niguel  
 City of Larkspur  
 City of Lathrop  
 City of Lomita  
 City of Menlo Park  
 City of Mission Viejo  
 City of Montclair  
 City of Murrieta  
 City of Pacifica  
 City of Pacific Grove  
 City of Palm Desert  
 City of Palmdale  
 City of Piedmont  
 City of Pismo Beach  
 City of Port Hueneme  
 City of Rancho Cucamonga  
 City of Rancho Mirage  
 City of Redlands  
 City of Rialto  
 City of Rohnert Park  
 City of Rosemead  
 City of Sacramento  
 City of San Clemente  
 City of San Gabriel  
 City of San Jacinto  
 City of San Pablo  
 City of San Rafael  
 City of Seal Beach  
 City of Sierra Madre  
 City of Simi Valley  
 City of South Gate  
 City of South Pasadena  
 City of South San Francisco  
 City of Tustin  
 City of Upland  
 City of Vacaville  
 City of West Covina  
 County of Butte  
 County of Mariposa  
 County of Mendocino  
 County of Riverside  
 County of San Bernardino  
 County of Tuolumne  
 County of Yolo  
 Town of Danville  
 Town of Hillsborough  
 Town of Truckee  
 Town of Yucca Valley

CA-NV American Water Works Association  
 Castaic Lake Water Agency  
 Castro Valley Sanitary District  
 Cucamonga Valley Water District  
 Glendale Water and Power  
 Hayward Area Recreation and Park District  
 Irvine Unified School District  
 Jurupa Community Services District  
 Livermore Area Recreation and Park District  
 Midpeninsula Regional Open Space District  
 Newhall County Water District  
 Piedmont Police and Fire  
 Ramona Municipal Water District  
 Rincon del Diablo Municipal Water District  
 Rosamond Community Services District  
 San Bernardino Municipal Water  
 San Mateo Fire District  
 San Marino Unified School District  
 Southern California Coastal Water Research Authority  
 Walnut Valley Water District  
 West County Wastewater District  
 Western Municipal Water District  
 Colton Joint Unified School District  
 Irvine Unified School District  
 Lake Elsinore Unified School District  
 Menifee Unified School District  
 Mesa Water District  
 Mountain View School District  
 Romoland School District  
 West Covina Unified School District  
 Ohlone Community College  
 San Jose Community College  
 University of California Berkeley  
 University of California San Francisco  
 UCSF Medical Center  
 Stanislaus Council of Governments  
 Mechoopda Indian Tribe  
**Alabama**  
 City of Pelham  
**Arizona**  
 County of Maricopa  
**Connecticut**  
 City of Bristol  
 City of New Haven  
 Groton Police and Communications Dispatch  
 Town of Groton  
**Florida**  
 City of Cape Coral  
 City of Deerfield Beach  
 City of Dunedin

City of Fort Lauderdale  
 City of Pompano Beach  
 City of Port St. Lucie  
 City of Riviera Beach  
**Idaho**  
 City of Sandpoint  
**Illinois**  
 City of Bloomington  
 City of Champaign  
 City of Countryside  
 City of Crystal Lake  
 City of Highland Park  
 City of Joliet  
 City of Lake Forest  
 City of Moline  
 City of Morton Grove  
 City of Naperville  
 City of Oakbrook Terrace  
 City of Orland Park  
 City of Prospect Heights  
 City of Rockford  
 City of Rock Island  
 City of St. Charles  
 City of Waukegan  
 City of Wood Dale  
 County of DuPage County  
 County of Peoria County  
 County of Sangamon County  
 County of Winnebago County  
 Village of Arlington Heights  
 Village of Cary  
 Village of Glencoe  
 Village of Kenilworth  
 Village of Lake Barrington  
 Village of Libertyville  
 Village of Lincolnwood  
 Village of Matteson  
 Village of Norridge  
 Village of Northbrook  
 Village of Northfield  
 Village of Oak Brook  
 Village of Oak Park  
 Village of Oswego  
 Village of Palos Park  
 Village of River Forest  
 Village of Riverside  
 Village of Westmont  
 Village of Wheeling  
 DuPage County Health Dept.  
 Batavia Public School District  
 Central Community Unit School District 301  
 Champaign County Forest Preserve District  
 Civitas Schools  
 Community High School District 99  
 Community Unit High School District 205  
 Community Unit School District 300  
 Community Unit School District 308  
 Consolidated High School District 230  
 Consolidated School District  
 Gower School District  
 Hampton School District 29  
 Harlem School District 122  
 Harrison School District 36  
 Harvard Community Unit School District  
 Harvey School District 152

Hinsdale Township High School District 86  
 Indian Prairie Community Unit School District 204  
 J. Sterling Morton High School District 201  
 Lake Zurich Community Unit School District 95  
 Mount Prospect School District 57  
 Naperville Community Unit School District 203  
 Naperville Park District  
 Norridge Park District  
 Oswego School District 308  
 Pace Suburban Bus Division  
 Park Ridge Schools  
 Port Byron Central School District  
 Posen-Robbins SD 143.5  
 Prospect Heights School District  
 Riverside Public School District 96  
 Rockford Public Library  
 Rock River Water Reclamation District  
 Sherrard Community Schools  
 St. Charles School District  
 Sunset Ridge School District  
 Township High School District 214  
 Wheaton-Warrenville School District 200  
 Winnetka Public Schools District 36  
 Lake Forest College  
 Lincolnwood Public Library  
 Oak Park Library  
 Oswego Library District  
 Park District of Highland Park  
**Indiana**  
 The University of Notre Dame  
 Indianapolis Public Library  
 Indianapolis Public Schools  
**Iowa**  
 City of Ankeny  
 City of Bettendorf  
 City of Burlington  
 City of Cedar Rapids  
 City of New Hampton  
 City of West Des Moines  
 County of Johnson  
 County of Linn  
 Burlington Community School District  
 Cedar Rapids Community School District  
 Davenport School District  
 Diocese of Davenport  
 Catholic Schools  
 Dubuque Community School District  
 Knoxville Community School District  
 Mason City School District  
 North Scott School District  
 Des Moines Area Community College  
 Cedar Falls Utilities  
**Kansas**  
 City of Shawnee

### Michigan

University of Michigan  
 Lake Superior State University

### Minnesota

County of Anoka

### Nevada

County of Nye  
 Town of Pahump

### New York

City of Batavia  
 Village of Ossining

### North Carolina

City of Burlington  
 City of Gastonia  
 County of Cabarrus  
 City of High Point  
 City of Kinston  
 City of Mount Airy  
 City of Salisbury

### Ohio

Arc of Stanley County  
 County of Buncombe  
 County of Cabarrus  
 County of Davie  
 County of Orange  
 St. Augustine College  
 Wake Forest University  
 Eastern Band of Cherokee Indians  
 Salisbury Rowan Utilities

### South Dakota

Rapid City Area Schools

### Texas

City of Dallas  
 City of Pflugerville  
 City of University Park  
 County of Collier  
 County of Denton  
 Corpus Christi Fire  
 Highland Park Police and Fire  
 International Bank of Commerce  
 River Oaks Country Club  
 State Bank of Texas  
 University of Texas Health Science Center  
 Westwood Country Club

### Utah

Washington County School District

### Virginia

Commonwealth of Virginia  
 City of Manassas Park

### Wisconsin

City of Appleton  
 City of Brookfield  
 City of Eau Claire  
 City of Wauwatosa  
 City of West Allis  
 County of Brown  
 County of Kenosha  
 County of Milwaukee  
 County of Waukesha  
 HIDTA Milwaukee  
 Diocese of Madison Catholic Schools  
 Madison School District  
 Shorewood School District  
 Whitnall School District  
 West Allis School District



ClientFirst works with organizations to transform the way they approach and make decisions regarding information technology by educating and building consensus among staff, departmental leadership, management, and officials. Our approach assesses the current environment, reviews alternatives, and makes specific recommendations, with supporting documentation regarding strategy and tactical implementation.



# Methodology and Approach

I was extremely pleased with the product ClientFirst delivered and the process used in their consulting. The City didn't have any leadership for the IT department, and I was looking for a company that could develop a roadmap for the City. I felt ClientFirst kept everyone engaged and informed.

—Director of Finance and Administrative Services  
Technology Master Planning





## Technology Planning Process Methodology

We have developed a five-phase methodology on which we base our Technology Assessment and Planning projects. This serves as the cornerstone of the project, allowing the collaborative process to shape and develop our recommendations and approach, enabling us to tailor each step to fit each client’s unique specifications. We work in partnership with our clients to improve their information technology environments, so they can better meet the needs of staff and constituents.



ClientFirst is very sensitive to how well they’re communicating at all levels, able to communicate across a variety of skill sets, and be effective communicating with the IT side, as well as the user side of a project. This quality is very helpful.

—City Manager  
CA Municipality



## Project Initiation and Information Gathering

### Project Kick-Off and Initiation

The project kick-off is a time to review the District's available documentation and background information, as well as set expectations for the project. We provide information requests and questionnaires for completion by the operational departments and other stakeholder groups.

After obtaining and reviewing the background information, we meet with the Project Manager and Technology Planning Committee to review the work plan, establish overall responsibilities and communications for the project, schedule meetings, and finalize the project plan details.

## Assessment

### Operational Department Reviews

The focus of operational department reviews is **understanding current and future use of technology to support the business operations of the organization**. The best source of information regarding gaps and issues with the technology are the individuals who work with it on a daily basis. We conduct workshops with representatives from each department at all levels. This provides an opportunity for users to voice concerns, share gaps in IT services, and identify strengths and weaknesses of current technology and business processes.



Workshop discussion topics include:

- Enterprise and Departmental Application Needs
- Business Processes
- Improvements and Automation
- Application Interfaces and Data Sharing
- GIS
- Reporting Issues
- User IT Support Needs
- User Training Recommendations
- Departmental Application Analyst Needs
- Enterprise Communications
- Remote Access and Mobile Computing
- Emerging and Smart Technologies
- Regulatory Compliance Issues
- Technology Governance
- Smart City Applications
- ROI or Cost-Benefit Considerations

### IT Infrastructure and IT Operations Review

ClientFirst conducts infrastructure reviews with highly qualified subject-matter experts, performing infrastructure and operations reviews with systems engineers that continually design, implement, and maintain IT infrastructure.

Our infrastructure and operations workshops focus on assessing the District's network topology and cybersecurity readiness, as well as IT service delivery. We will tour the District's major technology facilities. We plan to meet with IT management to discuss the current budget, as well as existing and planned IT-related projects.

Our IT operations subject-matter experts currently design, procure, support, manage infrastructure, and support operations daily for numerous local government agencies. We address potential areas for improvement, such as staff productivity, collaboration alternatives, policies and procedures, security, disaster recovery, business continuity and more.





ClientFirst provides specific recommendations, including projects, approaches, and best practices. We do not resell any hardware or software, so our recommendations and examples are vendor-agnostic. The options we suggest are tailored to accommodate agency skill sets, knowledge, current environment, strategic direction, and budget realities.

We provide unique service options that go far beyond traditional Technology Assessment and Plans because of the depth of our team's IT Infrastructure and IT Operations practices. Our clients benefit from these in-depth technical services because of the long-term value they add to the assessment and planning.

### Risk Assessment

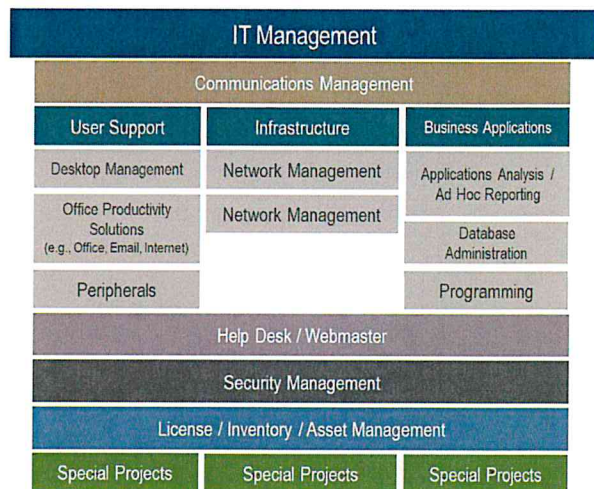
Our team conducts a high-level evaluation of the District's cybersecurity posture. The assessment includes the following related findings, recommendations, and initiatives.

- IT Network and Infrastructure
- Cybersecurity Readiness
- IT Operational Readiness
- Incident Response Capabilities
- Resiliency
- Policies, Procedures, and Effective Cybersecurity Processes

### IT Staffing Assessment

ClientFirst's project team includes an IT Operations Practice Leader who manages daily IT support operations for multiple agencies, as well as ongoing contract IT Management and CIO services. This daily, hands-on experience results in real-world, relevant recommendations regarding support for current and emerging technologies.

ClientFirst will perform an IT staffing Needs Assessment and review existing IT outsourcing contracts and arrangements. We look at the District's current and future resource requirements, service-delivery model, IT support structure, and staff capabilities and skill sets. After identifying strengths and weaknesses, we discuss potential structures, skill sets, and training options. Staffing recommendations and other metrics are based on benchmark surveys of similar organizations coupled with our own experience in managing similar IT environments.



Their current and relevant experience with government agencies was a real value. They could provide valid examples, and in many cases provide apples-to-apples comparisons, so it made the process easier. ClientFirst had direct experience about what other cities had done and how well it worked for them, so their recommendations were supported by meaningful examples and experiences, making the process feel very personalized.

— Administrative Services Director  
CA Municipality



## Technology Initiative Determination

We assess overall technology strengths and weaknesses. From these, we determine key strategies, goals, and objectives to address identified issues, which are provided in a preliminary report summarizing our findings and observations along with corresponding technology initiatives. Initiative categories include:

- Best Practices
- Technology Governance
- Departmental Applications and Systems
- Smart Technologies
- IT Infrastructure
- IT Operations
- Cybersecurity
- Telecommunications
- IT Staffing

## Technology Initiative Development

After categorizing the technology initiatives, we research implementation and support costs and prioritize them based on their level of importance to daily business operations. We then consolidate them into a Current State Technology Assessment and Recommendations Report, used for our workshops. This report contains descriptions of our findings and observations, recommendations, next steps, preliminary budgets, implementation timelines, as well as any dependencies that were identified as part of the process. PMI, COBIT, and ITIL, as noted earlier, are applied as methods of adopting and incorporating best practices into the District's operations. We expect to identify approximately 60-100 technology projects or initiatives in the following categories:

- Application Enhancements
- Business Process Improvements and Training Needs
- GIS Improvements
- Network Infrastructure
- Telecommunications Infrastructure
- Business Continuity
- Cybersecurity
- Help Desk and Metrics
- Policies and Procedures
- Emerging and Smart Technologies
- Cloud Computing
- Information Technology Staffing and Training
- Technology Governance



Additionally, we include planning for ongoing operations, maintenance and support budgets, and the development of project durations for each major initiative.

I received a lot of feedback from the departments about how they can see the positive changes that are ahead and have a much-improved opinion of the City's IT department. It has had a very positive impact on the IT team members. A woman in the department wanted to retire this year but has decided to delay her retirement for five years because she is so excited about the new purpose. Staff members are excited about coming to work because they have a new plan and manager, with new training and education, and a new purpose for their efforts.

— Director of Finance and Administrative Services  
FL Municipality





## Planning and Prioritization Workshops

With our Current State Technology Assessment and Recommendations Report in hand, we conduct planning and prioritization workshops. We discuss our findings and recommendations with the Project Manager, Department of Information Technology, Technology Planning Committee, and executive management.

### Departments and Project Team Workshops

The Departments and Project Team Workshop focuses mainly on operational needs, such as business processes, user productivity, software improvements, and customer service.

The goal of these workshops is for the consulting team and District staff to develop consensus on the recommendations and objectives. The workshop format is conducive to a free-flowing discussion of ideas, while also providing an opportunity for District staff to question our assumptions, budgetary cost models, recommended priorities, and suggested solutions.



We strive to understand the District's budgetary constraints and develop creative solutions within those constraints. We will work with the District to prioritize projects via cost-benefit analysis and other ROI considerations.

### IT Infrastructure and Operations Workshops

This workshop focuses primarily on findings and recommendations related to the District's IT infrastructure, day-to-day operations, metrics, and staffing.

### Prioritization Workshops

Once the entire project team is educated on the technology initiatives for the five-year planning period, we conduct a prioritization workshop in two parts. The initial prioritization will be conducted without the Project Committee seeing the project cost estimates. Priorities are then adjusted after taking budget and resource realities into consideration.

The workshop methodology prepares team members for the ongoing task of Technology Governance by helping them understand resource limitations and their effect on technology priorities. This workshop broadens the horizon of each team member to include a better understanding of colleagues' needs in other departments.

ClientFirst keeps an eye on the costs. I feel David Krout's accounting background was evident in the way CF evaluated expenses. They were always looking for the "low-hanging fruit", the "big win", and the most cost-effective way for the agency to achieve its goals. Their approach was very real-world. With other consultants, it seemed like the suggested solutions were pretty canned or the latest-and-greatest in the industry, instead of solutions that were specific to the agency's situation.

— IT Director  
CA Municipality





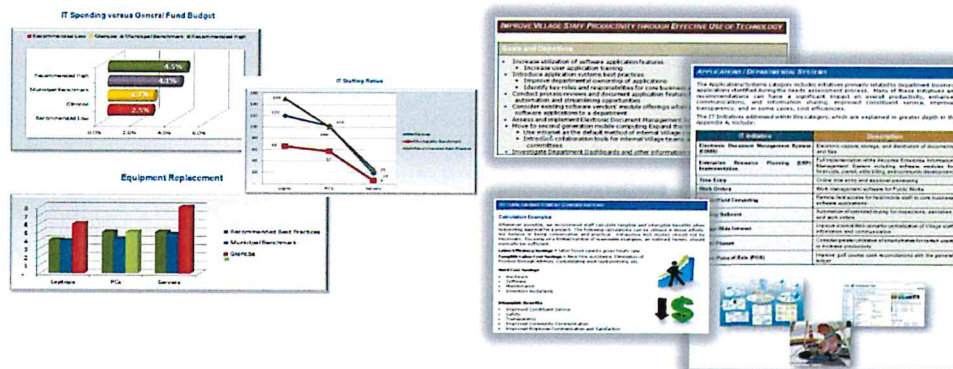
## Executive Committee Workshop

We conduct an Executive Committee Workshop to educate and gain feedback from the District Executive Team. It is important for District leadership to understand the prioritization and importance that the Information Technology Department, as well as other departments, have placed on the various initiatives. The Executive Team will be able to take these prioritizations into account and then make final priority and budget adjustments from leadership's point of view.

Initiative	IT Initiative	Comments	Priority	Budget Range		FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023
				Low	High						
<b>IT Operations</b>											
73	IT Operations - Enterprise Management Platform										
	Help Desk Ticketing System	Track IT publishing an entirely new version in FYE 2019	M								
	IT Asset Management Automation		M					\$25,000	\$18,000		
	IT Automation Tools (Patch Management)		M					\$25,000		\$18,000	
	IT Support Metrics	Dependent on implementation of new Track IT version in FYE 2019	M						\$18,000		
	Network Management Tools (Configuration Management)		M					\$25,000	\$18,000		
80	Mobile Device Management	Lots of demand for portable computing	M					\$1,000	\$1,000	\$3,000	\$3,000
81	IT Cost Recovery (IT Budget Allocations)		M								
82	IT Procurement Practices		M								
83	IT Policies and Procedures	Standards	M					\$7,000			
84	MCSO IT Operations - Enterprise Management Platform										
	AD Audit		M			\$2,500					
	Operations Software		M					\$30,000	\$50,000		
	Cloud based backup	Encrypted data is C/FIS compliant	M					\$24,000	\$24,000	\$14,000	\$14,000
	Security Audit	When major upgrades are complete	M					\$35,000			
<b>IT Security</b>											
85	Disaster Recovery Planning		M					\$40,000			
86	Disaster Recovery Site Implementation	Complete replication in FYE2020, resilient servers in FYE2021	M						\$153,000		
87	Backups	Disk to Disk to Tape & Some Cloud	M					\$40,000	\$30,000	\$30,000	\$30,000
88	Firewall Upgrade	Full suite of firewall and bits-of-stuff protection	M			\$14,000					
89	IT Security Assessment	When core systems upgrades are done	M					\$50,000			
90	Logging and Audit Trails		M				\$25,000				
91	Records and Data Retention	Archiving Solution	M				\$65,000				
92	PCI Compliance - Study		M			\$25,000					
93	Staff Security Awareness Training		M				\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>GIS</b>											
94	GIS Assessment and Master Plan		M					\$100,000			
95	GIS Data Acquisition		M						\$150,000		\$25,000
96	GIS Emergency Operations Readiness		M					\$25,000	\$150,000		\$25,000
<b>Telecommunications</b>											
97	VoIP Phone System Upgrade and Resiliency	Improve Met's - single system	M					\$150,000			
98	Phone System Training		M					\$25,000	\$25,000		
<b>IT Staffing</b>											
99	Business Analysis and Project Management Skill Set Needs										

## Final Report and Presentations

We finalize our findings and recommendations, budgets, and implementation timelines to create the District's Technology Assessment and Master Plan Report, complete with supporting documentation. Final report presentations will be made to District Executive Management as well as District Board of Trustees.



The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project, working as an integrated team to provide end-to-end consulting and support services. Detailed profiles for each Project Team member are found in this section.

# Project Team

**Coachella Valley Mosquito  
& Vector Control District**  
Project Manager

**Tom Jakobsen**  
ClientFirst Project Director

**Tom Jakobsen**  
Partner  
IT Infrastructure and Operations

**David Krout**  
Partner  
Departmental Processes and  
Applications

**Michael Redmond**  
Manager  
Manager, IT Infrastructure  
Consulting

**Janet Federico**  
Management Consultant  
Enterprise Applications

**Keith Culp**  
Senior Network Engineer

**Toby Soto**  
Senior GIS Consultant





# Tom Jakobsen

**Partner – IT Infrastructure and Operations Consulting Practice Leader**

Tom Jakobsen has over 40 years of experience in the information technology arena. His interdisciplinary experience has given him a unique understanding of the interrelationship between IT infrastructure, operations, and business applications. Tom focuses on IT Strategic Planning, Governance, IT management mentoring, Virtual CIO, and other IT management projects. Tom has over 20 years of experience focused on local government infrastructure, operations, staffing, and project management.



## CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Mathematics and Economics – University of Iowa
- Member, Project Management Institute, Midwest Chapter
- Member, University of Iowa Graduate College, External Advisory Board

## SPECIALTIES

- Network Design, Procurement, Implementation, and Oversight
- Cybersecurity
- Disaster Recovery
- IT Operations Management
- Virtual CIO/IT Management
- IT Management Mentoring
- IT Governance
- Policies Development
- Project Management
- Assessments, Strategy, and Planning

## Highlights

- Former National IT Infrastructure Consulting Practice Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Virtual CIO for multiple agencies
- Mentor for newly appointed IT Directors and CIOs
- IT Strategic advisor for cities, counties, and not-for-profits
- Two-time Interim CIO at Illinois Action for Children
- Managed hundreds of IT consulting projects with dozens of municipalities and local governments

## Agency Experience

City of Albany	City of Redlands	Village of Oak Park	Riverside County Sheriff's Department
City of Azusa	City of Rialto	Village of Ossining	Arie Crown Hebrew Day School
City of Big Bear Lake	City of Riviera Beach	Village of Palos Park	Batavia UCSD 101
City of Bloomington	City of Rockford	Village of Park Forest	Carpentersville UCSD 300
City of Brentwood	City of Rohnert Park	Village of River Forest	Central Burlington SD 301
City of Brisbane	City of Salinas	Village of Riverside	Orland Park CHSD 230
City of Burbank	City of San Bernardino	Village of South Barrington	Chicago International Charter Schools
City of Calabasas	City of San Leandro	Village of Wheeling	CUSD 300
City of Carlsbad	City of San Pablo	Castaic Lake Water Agency	DeKalb CUSD 428
City of Cedar Hills	City of Sandpoint	Castro Valley Sanitary District	Durand CUSD 322
City of Chino	City of Seal Beach	Four Rivers Sanitation Authority	East Aurora SD 131
City of Corona	City of Sierra Madre	Ramona Municipal Water District	Elmhurst SD 205
City of Downey	City of Simi Valley	San Bernardino Municipal Water	Geneva CUSD 304
City of Dublin	City of South Gate	Sweetwater Authority	Glenview SD 34
City of Emeryville	City of South San Francisco	Western Municipal Water District	Harlem SD 122
City of Farmers Branch	City of St. Charles	Forest Preserve District of Will County	Harvard SD 50
City of Foster City	City of University Park	Naperville Park District	Indian Prairie CUSD 204
City of Glendora	City of Vacaville	NorrIDGE Park District	Morton HSD 201
City of Hayward	City of West Covina	Park District of Highland Park	Mount Prospect SD 57
City of Healdsburg	City of West Des Moines	Illinois Action for Children	Naperville CUSD 203
City of Hemet	City of West Sacramento	Jurupa Community Service District	Niles Township HSD 219
City of Highland Park	County of Wilton Manors	Los Angeles County Development Authority	Orland Park D230
City of Hutto	County of Atascosa	Midpeninsula Regional Open Space District	Oswego CUSD 308
City of Joliet	County of Denton	Steppenwolf Theatre	Park Ridge-Niles SD
City of La Habra	County of Davie	Indianapolis Public Library	Salt Creek SD 48
City of La Puente	County of Mariposa	Oak Park Library	San Marino USD
City of Laguna Niguel	County of Mendocino	Oswego Public Library District	St. Charles CUSD 303
City of Lake Forest	County of Tuolumne	Rockford Library	Township HSD 214
City of Larkspur	Town of Danville	Stanislaus Council of Governments	West Covina USD
City of Manassas Park	Town of Groton	Moraga-Orinda Fire District	Wheaton SD 200
City of Menlo Park	Town of Woodside		
City of Mission Viejo	Town of Yucca Valley		
City of Murrieta	Town of Windsor		
City of Norco	Village of Arlington Heights		
City of Newark	Village of Barrington Hills		
City of Oakbrook Terrace	Village of Bloomingdale		
City of Pacific Grove	Village of Cary		
City of Palm Desert	Village of Glencoe		
City of Palmdale	Village of Homewood		
City of Piedmont	Village of Lake Barrington		
City of Pismo Beach	Village of Libertyville		
City of Pflugerville	Village of Lincolnwood		
City of Port Huene	Village of Northbrook		
City of Rancho Cucamonga	Village of Northfield		
City of Rancho Mirage	Village of Oak Brook		



Know that I am extremely satisfied with the team we have assembled. It is comforting to have steady hands guiding us into the 21st century!

—City Administrator  
CA Municipality



# David W. Krout, CPA *(Inactive)*



## Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has given him the ability to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

### Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

### Agency Experience

City of Batavia	City of Palmdale	Village of Lincolnwood	Rock River Reclamation District
City of Bloomington	City of Pelham	Village of Northfield	Rosamond Community Services District
City of Brentwood	City of Piedmont	Village of Oswego	Salisbury-Rowan Utilities San Bernardino Municipal Water
City of Brisbane	City of Rancho Mirage	Village of River Forest	Southern California Coastal Water Research (SCCWRP)
City of Burbank	City of Redlands	CA-NV American Water Works Association	Walnut Valley Water District
City of Burlington	City of Rialto	Castaic Lake Water Agency	West County Wastewater District
City of Carlsbad	City of Riviera Beach	Castro Valley Sanitary District	Western Municipal Water District
City of Camarillo	City of Rosemead	Colton Joint Unified School District	Mechoopda Indian Tribe
City of Chino	City of Salisbury	Cucamonga Valley Water District	Eastern Band of Cherokee Indian
City of Clovis	City of Sandpoint	Gastonia Water & Power	
City of Colton	City of San Gabriel	Glendale Water and Power	
City of Corona	City of San Jacinto	HIP Housing	
City of Coronado	City of Shawnee	Lake Elsinore Unified School District	
City of Dublin	City of Sierra Madre	Menifee Unified School District	
City of Foster City	City of Simi Valley	Mesa Water District	
City of Gastonia	City of South Gate	Midpeninsula Regional Open Space District	
City of Healdsburg	City of Tustin	Ramona Municipal Water District	
City of Hemet	City of West Covina	Rincon del Diablo Municipal Water District	
City of Highland Park	City of West Des Moines		
City of Indio	County of Butte		
City of La Habra	County of Buncombe		
City of La Puente	County of Denton		
City of Laguna Niguel	County of Mendocino		
City of Lake Forest	County of Orange		
City of Larkspur	County of Riverside		
City of Lomita	County of San Bernardino		
City of Manassas Park	Town of Danville		
City of Menlo Park	Town of Groton		
City of Mission Viejo	Town of Hillsborough		
City of Murrieta	Town of Truckee		
City of Pacifica	Village of Glencoe		

### CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

### SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant

*(Inactive)*

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services  
CA Municipality





# Janet Federico, MBA

## Management Consultant

Janet Federico has over 11 years of experience with local and federal government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows her to successfully oversee project implementations of standard and customized software.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Janet also has over six years of experience in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Additionally, having worked for a leading local government enterprise software provider, Janet brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with the customers' needs and concerns throughout and post-implementation.

### Highlights

- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes pertaining to enterprise applications

### Agency Experience

City of Batavia  
 City of Bartlesville  
 City of Bentonville  
 City of Carlsbad  
 City of Clovis  
 City of Coronado  
 City of Corvallis  
 City of Decatur  
 City of Fort Smith  
 City of Glendora  
 City of High Point  
 City of Highland Park

City of Hutchinson  
 City of San Bernardino  
 City of Tulsa  
 City of Wichita  
 City of Wisconsin Springs  
 City of Wood Dale  
 Village of Hinsdale  
 Village of Orland Park  
 County of Champaign  
 County of Collin  
 County of Denton  
 County of Minnehaha  
 County of St. Joseph  
 State of Texas (DFPS)



### CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration – Ellis College
- Bachelor of Science in Applied Management – Kaplan University

### SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



# Michael Redmond

## Manager, IT Infrastructure Consulting

Michael Redmond has been working in IT for over 22 years and Public Sector for 14 years. He has demonstrated leadership in technical operations, project management, staffing, vendor management, contract negotiations, and team leadership across a range of IT areas.

Michael is a subject-matter expert in cybersecurity, networking, servers, virtualization, storage, databases, backups/disaster recovery, operations, and cloud technologies. He can communicate effectively across all levels of an organization.

### Highlights

- Former Senior Security Operations Analyst
- Coordinated and lead security efforts with engineers, architects, senior managers, and directors
- Has provided Disaster Recovery Plans for over 20 years
- Coordinated multiple software migrations
- Has experience analyzing bids, negotiating contracts, selecting vendors, and overseeing all final work for awarded vendors during the RFP process
- Has managed all day-to-day operations of an organization's network, including IT special requests, and provided solutions to ticket escalations
- Has managed and led security incidents, document efforts, and lead remediation efforts
- Interim Infrastructure Director Niles Township High School District

### Agency Experience

City of Centennial  
 City of Newark  
 City of San Leandro  
 City of South Gate  
 Town of Windsor  
 Village of Park Forest  
 Village of River Forest  
 Village of Riverside  
 East Bay Regional Park District  
 Pueblo Community Health  
 US Olympic Committee  
 Niles Township High School District



### CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration (MBA) – Colorado Technical University
- Bachelor of Management, Colorado Christian University
- Project Management Professional (PMP)
- ITIL Foundations Certification

### SPECIALTIES

- Disaster Recovery
- Security Operations
- Budget Management
- Technical Operations
- Fiber Optics Program Management
- Firewall Implementation
- Cloud Operations
- Project Management
- Vendor Management
- Contract Negotiations



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk  
 CA Municipality





# Keith Culp

## Systems Engineer

Keith Culp is a versatile IT professional with over 12 years of experience in IT system support and administration across a broad spectrum of infrastructure environments and client types. He handles project management and product support to provide our clients with efficient and secure IT environments.

Keith's analytical, problem-solving, and communication skills, combined with his years of experience, formal training, and professional certifications make him a valuable resource for our clients' needs.



## CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Network Operations and Security from Western Governors University
- CompTIA A+
- Network +
- Security +
- Project +
- CCNA Routing & Switching

## SPECIALTY AREAS

- Project Management
- Design and Specifications
- Documentation Specialist
- Office Relocations
- Disaster Recovery Planning
- Application Implementations

## Highlights

- Experienced in network design, firewall configuration, multifactor authentication, server design and implementation, and much more
- Project Management: Application Implementations, Hardware Upgrades, Infrastructure Build-Outs, and Office Relocations
- Hardware/software installation, maintenance, and upgrades
- Backup Design and Implementation, including Backups to Cloud
- Disaster Recovery Planning, Testing, and Maintenance
- Exchange server, Office 365, archiving solutions and Document Management
- IT Assessments and Strategic Planning
- Cybersecurity framework implementation and management
- On-site training and user-friendly documentation
- Help Desk support

## Agency Experience

City of Norco  
 City of Pacific Grove  
 Norridge Park District  
 Northbrook Public Library  
 Salt Creek School District  
 Village of Barrington Hills  
 Village of Lake Barrington  
 Village of Lincolnwood  
 Village of Northfield  
 Village of Park Forest  
 Village of River Forest  
 Village of Riverside  
 Village of South Barrington  
 Media Financial Management Association



CERTIFIED

Keith, I just wanted to thank you again for working on the WatchGuard project. The installation went smoothly, and you set everything up perfectly. Thanks again.

—Sergeant  
 IL Police Department



# Toby Soto

## Senior GIS Consultant

Toby Soto has 26 years of GIS experience in the local government sector. Toby's previous GIS positions in local government provides clients with tremendous GIS implementation and integration experience. He understands the link between Business Unit GIS needs, technical requirements, and a practical, cost-effective GIS strategy. Toby is considered an industry expert in GIS Leadership and Management and regularly publishes GIS-related articles and resources. He also hosts monthly webinars addressing GIS managers' pain points and best practices.



## EDUCATION

- California State University, Fullerton, CA

## SPECIALTIES

- GIS Strategic Planning
- GIS Implementation
- GIS Integration
- GIS Web Development
- GIS Mobile Applications
- Open Data/ Philanthropy

## Highlights

- Esri SAG Award with the City of Anaheim GIS
- 2011 Implemented Project ViewFinder Application saving the City of Anaheim \$100,000 per year in repaving cost
- Extensive GIS presentations at Esri's User Conferences, Meetups, User Groups, Podcasts, and Webinars
- Former Orange County GIS Users Group Coordinator
- Multiple Local Government GIS Implementations and Implementations
- Former IT Manager, City of Lake Elsinore
- Former Chief of Technical Information, Western Riverside County Regional Conservation Authority

## Project Experience

- Process Streamlining and Redefinition
- Process Workflow Creation
- Software Configuration and Troubleshooting
- Project Management
- GIS Strategy and Organization Development
- GIS Policy Development
- Open Data Strategy Development
- Business Process Analysis
- Web/Cloud-Based Technology and Workflow Optimization
- GIS ROI Analysis
- GIS Web App Development
- Citizen Access GIS Web Maps Development
- GIS Migration and Workflow Development
- ETL Conversions
- Cognos and Crystal Reports
- GIS Enterprise Application Integrations
- Implementation and Maintenance of Online GIS Services
- Database Administration
- GIS Budget Development
- GIS Leadership Coaching and Mentoring
- Server Management
- Network Analysis and Maintenance
- CIP Project Tracking

## Agency Experience

City of Anaheim	City of Sandpoint
City of Azusa	City of Simi Valley
City of Brisbane	City of Vacaville
City of Carlsbad	City of West Sacramento
City of Diamond Bar	City of Wood Dale
City of Lake Elsinore	Riverside County
City of Pflugerville	Mendocino County
City of Piedmont	Four Rivers Sanitation Authority
City of Rancho Cucamonga	Western Riverside County Regional Conservation Authority
City of Rancho Mirage	Disneyland (GIS Programmer/Analyst – Water/Electric utilities)
City of Riverside	
City of Salinas	



We believe our clients are our best salespeople. The references listed here are examples of clients with similar needs. Each of these clients has retained our services many times. We pride ourselves on client satisfaction and strive to maintain long-term relationships with our clients as partners.



I would absolutely recommend ClientFirst to other entities, and continue to hire them for our projects.

—City Manager  
CA Municipality



## Client References



### City of Rancho Mirage

69-825 Highway 111, Rancho Mirage, CA 92270

Jason Jaurigue, Director of Information Services

Isaiah Hagerman, City Manager

760-324-4511 x236

[jasonj@RanchoMirageCA.gov](mailto:jasonj@RanchoMirageCA.gov)

760.770.3207 x232

[isaiahh@RanchoMirageCA.gov](mailto:isaiahh@RanchoMirageCA.gov)



### Town of Yucca Valley

57090 Twenty-Nine Palms Highway, Yucca Valley, CA 92284

Jessica Rive, Management Analyst

760.369.7207 x227

[jrice@yucca-valley.org](mailto:jrice@yucca-valley.org)



### City of Palm Desert

73-510 Fred Waring Drive, Palm Desert, CA 92260-2578

Clay Von Helf, Manager of Information Technology

760.346.0611

[clay@ci.palm-desert.ca.us](mailto:clay@ci.palm-desert.ca.us)



The following section includes additional information that would be essential to the proper evaluation of ClientFirst's response to this Request for Proposal. ClientFirst is uniquely positioned for this critical master planning project due to our diversified technology consulting disciplines and our hands on project types that we routinely provide to our many government client agencies.







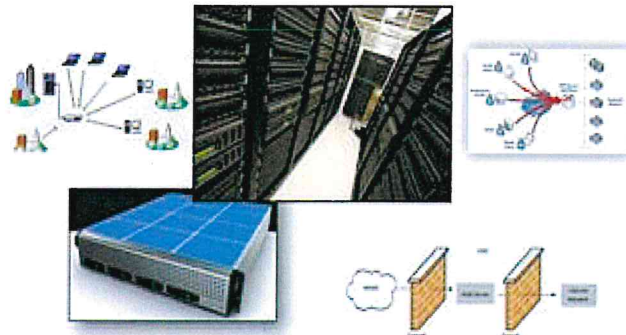
## IT Infrastructure Consulting

A core competency of ClientFirst is the design and implementation of digital infrastructure. We have ongoing projects that include pre-construction planning, structured connectivity system design, outside plant fiber design, network design, resiliency upgrades, implementation, support, and maintenance. This includes design and implementation of the following elements:

- Networks
- Hyperconverged and Virtual Environments
- Cloud Computing
- Video Surveillance Systems
- Door Access Control Systems
- Structured Connectivity Systems
- Outside Plant Fiber Optic Design
- Disaster Recovery and Redundant Systems
- Secure Networks for Public Safety Applications
- Cybersecurity
- Public Safety Communications
- Unified Messaging Design, Selection, and Implementation
- IoT Networks

We work with each client to design, procure, and implement the appropriate solution according to their unique requirements. We have significant experience with Public Works bid projects in addition to the more traditional RFP and vendor selection methodologies.

For Public Works bid projects, we provide ongoing contract administration expertise in conjunction with the Public Works Department. We utilize a traditional American Institute of Architects (AIA) methodology for these projects, including cut sheet review and approval, weekly project meetings, multiple site visits (as needed), punch lists and documentation close-out.



Often, we are asked by our clients to provide implementation project management for complex multi-vendor infrastructure upgrades. We utilize traditional project management methodologies to develop, track and, if necessary, expedite these projects. We work with our clients to establish realistic completion dates and then work to resolve any issues encountered during the project in a time sensitive way. The projects we manage are completed on budget and within the timeframes provided by the client.

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

— City Manager  
Software Selection



## Project Management Services

One of ClientFirst's key differentiators is that, in addition to providing highly skilled technicians, we provide our clients with tremendously experienced Project Managers. These individuals work with public agencies over 75% of their time and have extensive knowledge of industry best practices. This combination of knowledge and experience has resulted in success stories from IT departments across the country.

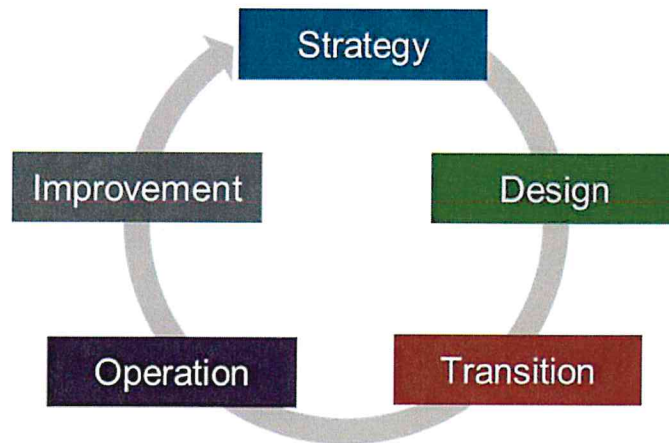
Our IT Management practice area works with clients to improve the quality of their IT management and service delivery. We apply our knowledge in this area to each of our clients' situations and customize our management style to fit their specific needs.

We provide our clients with a complete project management methodology that improves communication and delivery of services and lays the groundwork for high-quality, low-cost solutions that meet the District's needs.

Because we are a full-service, independent consulting firm, we can provide non-biased expertise in all areas of information technology.

### *Our methodology includes:*

- **Strategic Planning** – Maintaining a Five-Year Strategic Plan and Capital Replacement Plan
- **Project Planning** – Planning and executing individual projects on time and within budget
- **Budgeting** – Working with our client to maintain their IT budget and meet budgetary goals
- **Regular Communications** – Communicating upcoming goals, objectives, and IT support status through monthly or quarterly IT committee meetings
- **Rapid Escalation** – Rapidly escalating critical problems within ClientFirst, so the right subject-matter expert can be engaged to resolve the problem quickly and efficiently
- **Attention to Detail** – Working to maintain accurate documentation and track maintenance and vendor contracts and software licenses to ensure that there are no surprises in these often-overlooked areas
- **Regular Measurement** – Measuring our accomplishments monthly and working to improve our performance
- **Productivity Improvement** – Continually assessing areas for improved business processes, rather than simply maintaining existing systems







## Telecommunications and Unified Communications Consulting

ClientFirst's unified communications consulting practice provides multi-channel communications solutions design and procurement assistance for clients that are ready to move beyond traditional telephony services.

Our staff are unique in the telecommunications consulting industry, providing agencies with digital communications platforms that can be used to support multi-channel call center solutions. We provide our clients with a focused, experienced, and innovative team of professionals.

We provide a wide breadth of professional services that include:

- Systems evaluation and assessments
- Unified Communications system management projects
- VoIP (Voice-over-Internet Protocol) readiness reviews and assessments
- Telecom billing audits and cost reviews
- Strategic digital communications planning
- Systems design and alternative analysis
- Business continuation planning and disaster recovery planning
- Call center planning and design
- Competitive system and vendor selection
- Project management and implementation projects



ClientFirst is recognized nationally by many of the industry's leading vendors because they appreciate the fairness and objectivity we demonstrate when dealing with their organizations. This high level of visibility results in the best competitive proposals in response to ClientFirst's RFP documents and provides the information our clients need to make informed decisions and realize the best value for their purchasing dollar.

**I have never seen such professionalism and thoroughness in managing an RFP as I have with ClientFirst. Whether or not we win this contract, I would be happy to provide a reference if you ever need it.**

— Vendor  
Vendor Selection Assistance



## Geographic Information System (GIS) Master Planning

ClientFirst provides assistance helping to develop improvements in Geographic Information Systems (GIS). With the ever-evolving use of technology in agency decision-making, the importance of GIS systems cannot be understated. Choosing sites, maintaining assets, planning distribution networks, drawing boundaries, capturing data, and other activities involve questions of geography and special imagery.

GIS Master Planning sets forth procedures and methods used to determine where an agency envisions going with GIS in the future, which can include:

- Improvements to the GIS Enterprise
- Evaluating potential data sources and data needs
- Evaluating hardware and software solutions
- Updating and standardizing GIS databases
- Developing additional GIS applications
- Creating or improving interfaces to enterprise application systems
- Improved GIS data accuracy or granularity
- Staffing requirements
- Prioritized resource requirements
- Planning for the long-term maintenance of the GIS system and the data
- Development of a GIS-specific budget tied to the various elements or initiatives within the GIS Master Plan



GIS has become a basic building block for many enterprise applications and is incorporated into all ClientFirst Technology Planning engagements.

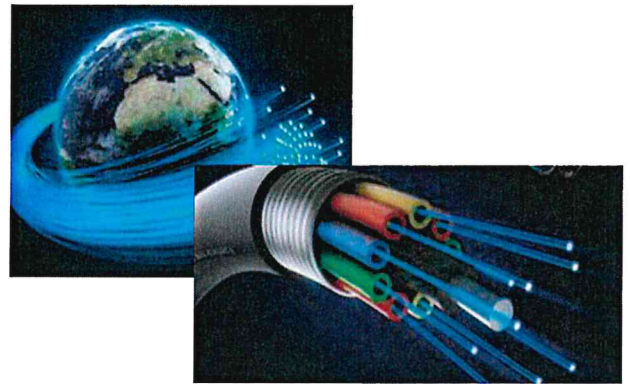


## Fiber-Optic Cabling

ClientFirst understands the need for a reliable fiber-optic cable infrastructure, especially with remote work becoming more common and thus the need for more reliable communications connections.

Fiber optic planning can provide guidelines for design, construction, implementation, maintenance, regulation, and funding of an agency's fiber optics assets and related technologies. We work to help each client review existing fiber-optic cable plant and its use. We are then able to create a guide regarding the development and utilization of this important infrastructure resource, using the following approach:

- Site Visits and Existing Conditions Review
- Interview Stakeholder Departments
- Contract and Installation Q & A
- Research Alternatives and Potential Opportunities
- Identify Potential Business Opportunities
- Develop Broadband Installation Standards
- Resiliency Recommendations
- Identify Ongoing Maintenance Recommendations
- Identify Potential Funding/Joint Partnership Ideas
- Develop a Report and Budget Plan
- Workshop Discussion



In addition to evaluating fiber-optic needs of an organization and developing strategies to address those needs, we design and administer inside plant and outside plant fiber-optic cabling installations for our clients.





## Enterprise Applications Consulting

ClientFirst has what we believe is a unique approach to Enterprise Applications consulting. Our Enterprise Application Consulting practice has expanded over the years and is now comprised of, but not limited to, the following elements:

- Process Review/Improvement, Assessment, and Business Case Justification
- Selection Services, including RFP development, proposal analysis, demonstration management, due diligence, and contract negotiation
- Implementation Project Management, including all phases of implementation. This process includes ensuring all manual processes are improved, paper is eliminated, and internal and external customers receive services electronically and have access to information
- Post-implementation review to ensure objectives/goals and utilization levels were met including a plan to close any identified post implementation gaps
- Implementation Rescue Projects – We have the history and ability to assess enterprise application implementations that have become challenged or gone off the rails. Through analysis we determine the problem(s), so implementation management best practices can be applied, and the project can be put on a successful path. This may often include intermediary services to address problem issues with the existing vendor.
- Application Gap Analysis and Utilization Improvement for existing enterprise applications that are viable but require reconfiguration and setup, training, or other needs
- Integration – between applications, with tools (ECMS, GIS, Field Based mobiles), desktop/office applications, external entities (payment processors, banks, PERS, etc.), and much more
- Review of Technology Department's application support resources, including staff inventory, staff availability, skill sets, etc.

In years past, it was typical to see the largest line item in an organization's IT budget was related to hardware infrastructure and the staff to support this hardware (servers, desktops, printers, servers, network equipment, etc.) In many cases, cities have seen their Software Application budget line items grow. Often, Technology Departments have not adjusted to address this change and are now adding more Application Software Business Analysts to their organizations to support the expanding software needs and demands of the user community.

### Applications Consulting Services

#### PROCESS REVIEWS

Business Case Analysis  
Assessment and Recommendations  
Process Analysis and Improvement

#### SOFTWARE SELECTION

Feature/Function Requirements  
Implementation Risk Assessment  
Change Management  
Vendor Analysis and Evaluation  
Contract Review and Negotiation

#### PROJECT OVERSIGHT

Implementation Project Management  
Conversion Assistance  
Integration / Interface Assistance

#### APPLICATIONS IMPROVEMENT

Assessment of Current Needs & Gaps  
Assessment of Features, Training, Support, & Reporting Issues  
Vendor Proposal Review & Demonstration Management  
Change Management  
Risk Assessments



This growth in software is the result of an organization’s need to eliminate manual and paper-based processes, to use software to gain efficiencies and increase productivity, but it is also to improve public access and to provide electronic services to the public. This also includes access and electronic services to internal customers (employees), as well as access to information and services for management, leadership, and elected officials to improve effective decision-making.

Our specialization in local government and cities provide an in-depth knowledge of all the related local government operations and applications and the vendors that provide them.

Applications Experience	
General Ledger	CIS & Utility Billing
Budgeting	Tax Billing
Project Accounting	Backflow
Grant Accounting	Service Orders
Accounts Receivable	Work Orders/Preventative
Cash Receipts	Maintenance
Purchasing & Receiving	Inventory Management
Bids Management	Fleet Management
Contract Management	Planning
Accounts Payable	Permitting
Fixed Assets	Inspection
Loans	Code Enforcement
Special Assessments	Land/Parcel/Address
Financial Reporting	Management
Ad Hoc Reporting	Computer-Aided Dispatch
Business Licensing	(CAD)
Applicant Tracking	Records Management
Human Resources	Mobile Computing
Employee Self-Service	Citizen Request Management
Benefits Tracking	GIS
Time & Attendance	Adjudication
Payroll	Citation Management

The level of detail ClientFirst explored in our software project was extremely valuable. We had attempted to do the same effort a few years ago, and there was no comparison. Through a needs assessment process, ClientFirst collected a tremendous amount of valuable details.

—IT Coordinator  
Software Selection

From the beginning of our software selection process, I was impressed with how inclusive the process has been. I’ve never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager  
Software Selection

Departmental / Functional Area Experience	
Council/Board Administration	Parks & Recreation
Building & Safety	Engineering
City Clerk	GIS
Finance	Water & Waste Water
Fire	Sanitation
Library	Field Operations
Utility Billing	Laboratories
Customer Service/Call Centers	Environmental Sciences
Payroll	Facilities
Human Resources	Treatment Plants
Planning	Fleet Management
Police	Engineering
Purchasing	Warehousing
Public Works	SCADA
	Information Systems





# Appendix 1: Case Studies

The following case studies are California agencies that ClientFirst has worked with to digitally transform their technology environments. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including their city councils, has since resulted in significant digital transformation that has improved internal business department process, management decision-making, transparency, citizen services, and citizen engagement. Also, provided separately is a sample Information Technology Plan recently completed for another California municipality.



## Mendocino County

### *Project Background*

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety County-wide radio assessment, cost analysis, and successful funding request
- Fiber Optic Systems Upgrades
- Procurement Business Process Review and Improvements
- Cannabis Permit and Licensing Process Improvements Efficiency Study
- Budgeting Process Improvements
- Point Arena Radio & Microwave Project Management (Improved Public Safety Radio Resiliency)
- County-Wide Radio and Broadband Upgrade Project Management
- Property Tax System Assessment and Project Restart
- Property Tax System Implementation Oversight
- Cannabis Permits & License Business Process Review and Improvements
- Cannabis E-Permitting
- Cybersecurity Roadmap and Board Presentation
- Network Upgrade RFP & Project Management Assistance
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency



### **Description of Services Performed and Outcomes**

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold, but immediately allocated \$605K to mitigate many of those high-risk items. ClientFirst provided oversight and project management services for the implementation of these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst is also managing the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.

In addition to managing the Technology Master Plan, ClientFirst provides detailed project management and vendor selection assistance for a wide range of projects. Implementation assistance is provided to augment staff for critical or high-profile projects such as E-Permitting (now implemented for about 65% of permit types), Cannabis business process improvements, public safety and emergency operations projects, preparations and replacement of a fragile end-of-life tax system, and others.

Also, ClientFirst and Mendocino County jointly presented at the California Society of Municipal Finance Officers (CSMFO) on process improvements resulting from these digital transforming projects.



### **City of Piedmont**

#### **Project Background**

ClientFirst started with a citywide Technology Master Plan and have continued to assist the City to digitally transform the City and City operations. Projects have included:

- Technology Plan development and successful funding
- Technology Plan management, annual plan updates, and Council updates on status of plan
- Fiber optic systems upgrades
- Ongoing Technology Governance Committee participation as their senior IT advisor
- CAD/RMS vendor strategy and roadmap upgrade
- Wide area network improvements
- Initial IoT wireless network deployment
- ERP software selection and business process improvements analysis
- ERP software implementation project management
- Land Management Assessment & Improvement Plan
- Ongoing Land Management process improvements
- Cloud computing strategy analysis
- Public Safety Verizon Private Cloud analysis, implementation, and resiliency
- Public Safety Scheduling and Time and Attendance Procurement Management
- Cybersecurity Incident Response
- Telecommunications System Design and Procurement Management
- Website constituent survey, redesign, and social media rollout
- Coordination of 5G cellular tower including Council briefings
- Cybersecurity improvement and roadmap, and Cybersecurity Council briefings
- Hyperconverged system selection and project oversight
- Ongoing IT Strategic Advisory services





### **Description of Services Performed and Outcomes**

Digital transformation has been a key strategy of the City of Piedmont's Council. This was initiated with the selection of ClientFirst to develop a Technology Strategic Plan in conjunction with a Citizen Advisory Committee. Unsurprisingly, as a bay area community, the Citizen Advisory Committee has strong technologists, including the first US employee of Skype (now an "angel investor"). ClientFirst worked collaboratively with the Citizen Advisory Committee to develop and prioritize the Plan and then jointly presented the Plan and budget to Council. ClientFirst continues to oversee implementation of the plan as the City's technology advisor, presenting ongoing updates to Council.

ClientFirst is also the primary technology consultant for the City, assisting with the implementation of recommended initiatives, including best practices, departmental applications, smart technologies and civic engagement, IT infrastructure, day-to-day IT staffing and operations, cybersecurity, and communications.

Prior to the plan, the City's overall systems were largely siloed, legacy, and end-of-life. Some previously implemented systems were implemented in a manner that provided little opportunity to take advantage of the improved technology. Automation was limited and resident services were mostly manual, with limited use of technology to automate business processes. Overuse of shadow systems and manual processes were still the norm.



**City of Rancho Mirage**

### **Project Background**

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see attached published article on the City's digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Technology Master Planning
- IT Organization Improvement Assistance
- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- Audio Visual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- EDMS Needs Assessment Services
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment





### ***Description of Services Performed and Outcomes***

ClientFirst developed a Technology Master Plan to address City's desire to integrate and automate business applications in a secure manner. This project included working with ongoing City Council sub-committee. ClientFirst presented Plan to Council, and Council approved funding of the plan in its entirety. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and applications improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included an increase in business analyst talent to help implement and support critical enterprise applications.

ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for the selection of a new Contract Administration system.

Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.



# Appendix 2: City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to digitally transform the City and its operations. The following article was published to showcase these digital transformation improvements. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.



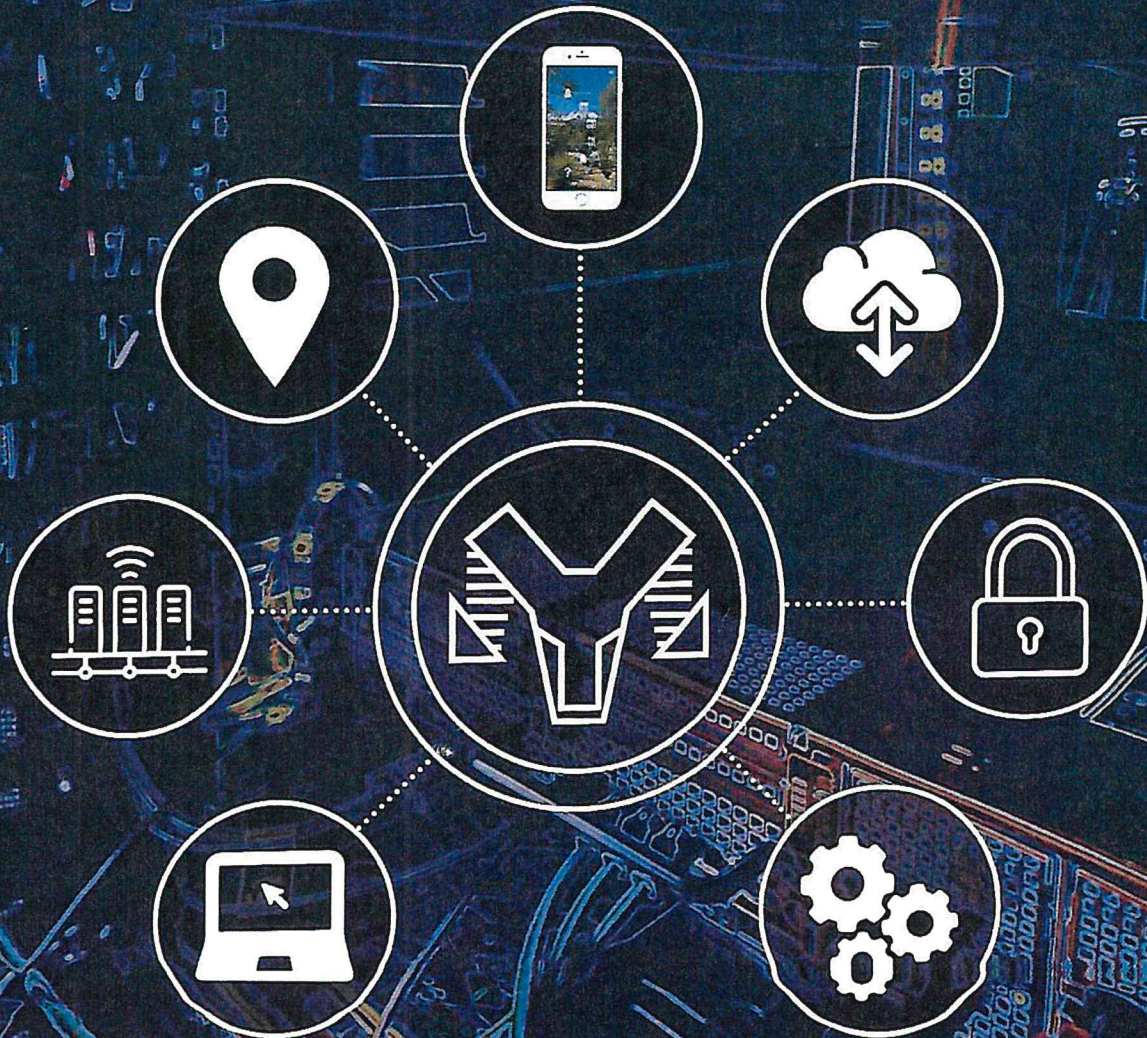
# RMINSIDER

Fall 2018 / Official publication of the City of RANCHO MIRAGE, California

## Staying Connected

*Rancho Mirage Moves Forward With Master IT Plan*

*by June Allan Corrigan*

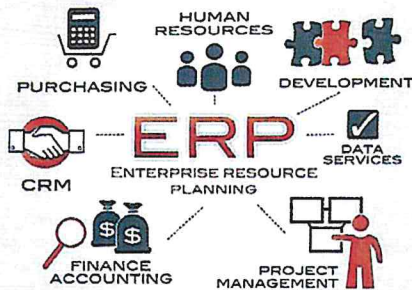




## Technology

— what would we do without it? Now deeply ingrained in our culture, it enables us to access information with a mere swipe or tap. It streamlines an infinite number of once onerous tasks. Still, in spite of the obvious advantages, many people would counter there's a definite yin-yang element to proceedings. As our dependency on technology only continues to increase, so does the specter of irretrievable data loss, not to mention the very real dangers of cybercrime. Never one to be left behind, the City of Rancho Mirage is committed to staying up-to-date with current technological advances. Yet it does so with mindful intent — the same way the City approaches every endeavor it undertakes. You can rest assured that with every technological step forward the City safeguards the preservation of the personal approach to customer service, never losing sight of the value of in-person communication.

### Careful Planning



In 2015, the City of Rancho Mirage retained the services of a leading technology consulting group that specializes in government. A team of professionals came in and analyzed the state of technology in the City as a whole. Their focus included examining existing hardware and network infrastructure, applications, and business systems — all in a bid to improve information technology (IT) environments so they can better serve the needs of the City. The consultants identified, prioritized, and recommended projects the City should embark upon, and they consolidated all of their findings in a five-year IT Master Plan.

One phase of the five-year IT Master Plan destined to positively impact both City staff and residents is a new Enterprise Resource Planning (ERP) system. An ERP system aids the flow of internal business processes and allows for communication between City departments and its internal functions and data. The City of Rancho Mirage's current ERP system is 20 years old, and implementation of its new form is currently underway. The upgraded ERP system is ushering in upgrades like paperless invoicing guaranteed to significantly reduce processing time. Electronic timesheets will simplify matters for employees and the payroll department alike. Meanwhile, the City's permitting process will soon be streamlined. And citizens will be able to check a permit's status remotely and pay online.

### Safe & Secure

While it is exciting to get on board with the latest technological advances, one of the City's primary concerns is keeping data secure. A significant portion of the five-year IT Master Plan centers around security systems and practices, including a disaster recovery plan designed to protect City systems and data. "We've implemented systems and multiple layers of security to protect ourselves as well as residents who share their data with us," says Jason Jaurigue, the City's Senior IT Manager. "We perform routine backup procedures so in the event something does happen, we always have a backup of our data that is secure. Additionally, everyone who works for the City has to be trained on security so it's a team effort to identify potential threats."

### Government 2.0

These days it isn't enough to simply inform residents that City information is available to them. Some may be aware of the fact, others not, but the goal should always be to harness new technologies and share information in a creative way so the public can access it in whatever manner they choose. This is yet another tenet of the five-year IT Master Plan recommended for Rancho Mirage — one that will soon manifest itself in a freshly designed City website as well as the launch of a new City app! "A City app is another platform for us to communicate with our residents and visitors," City Manager Isaiah Hagerman says. "Some people may be signed up for our e-blasts, others may read the *R/M Insider* cover to cover. Some people may come to City Council meetings, others may watch RMTV. One of my goals moving forward is to always make sure we're communicating with our residents as effectively as possible."

The new City app aims to make information readily accessible to Rancho

Mirage residents. "We want an app that engages the citizen so they'll know what is going on in the community," Jaurigue says. "If there's an accident or construction ahead, we want to be able to alert the community. If they want to reach out to City Councilmembers, the app will provide contact information." The app will also share highlights of City Council meetings including links to charts and graphs to better illustrate Council decisions. Of course, the app will be a perfect vehicle to get the word out about events happening around the City — whether it's Art Affaire kicking off the season in November, upcoming concerts at the outdoor amphitheater, or the wide variety of programming available at the Rancho Mirage Library & Observatory. The new, user-friendly City app will keep everyone in the loop!





**Delving Deeper**

The five-year IT Master Plan includes an initiative to augment the City's Geographic Information System (GIS), or mapping software. A 2016 update to the City's General Plan included the development of a Public Web App which allows residents and staff to access parcel, property, and zoning information on a GIS-based tool. Its development was the first part of a long-term strategy to make GIS technology more accessible to the public. The GIS-based tool is housed on the City's website under the Planning department. "Residents can type in their property address, zoom down to their parcel, and examine a series of layers, such as zoning and flood plain information," explains Jeremy Gleim, the City's Development Services Director.

Ongoing GIS software enhancements will benefit both City staff and residents. The City will be able to consolidate several software programs into the GIS-based format, which will enhance productivity and efficiency. "Eventually we will have a fully integrated city-wide GIS program where people can apply for building permits and other kinds of permits online. They will even be able to submit project plans online. That is the direction we're headed. These technological improvements will create a more sustainable and streamlined workflow plus increased accessibility for residents," says Gleim.

Moving forward, the City will continue to expand GIS mapping capabilities and will add layers to the map as projects allow. For example, the new and broader GIS system will be able to indicate existing as well as proposed telecommunication fiber networks around the City. "We're investing in our infrastructure. We want to be able to show our citizens and businesses coming in — this is the current fiber network in Rancho Mirage, and these are the areas where we are planning on improving coverage," says Jaurigue. "It's all about customer service and streamlining the business process by providing whatever information is needed."

**A Pledge**

As the City strives to implement initiatives recommended in the five-year IT Master Plan, security systems and practices will always factor prominently in proceedings. The paper trail that was emblematic of old ways of doing business is giving way to a

cloud-based system. The City of Rancho Mirage is on board, considering it essential to embrace technological advances to support the work of the City and the needs of its citizens. Rest assured that as the City moves forward, it remains ever mindful of its responsibility to keep all data safe and secure.

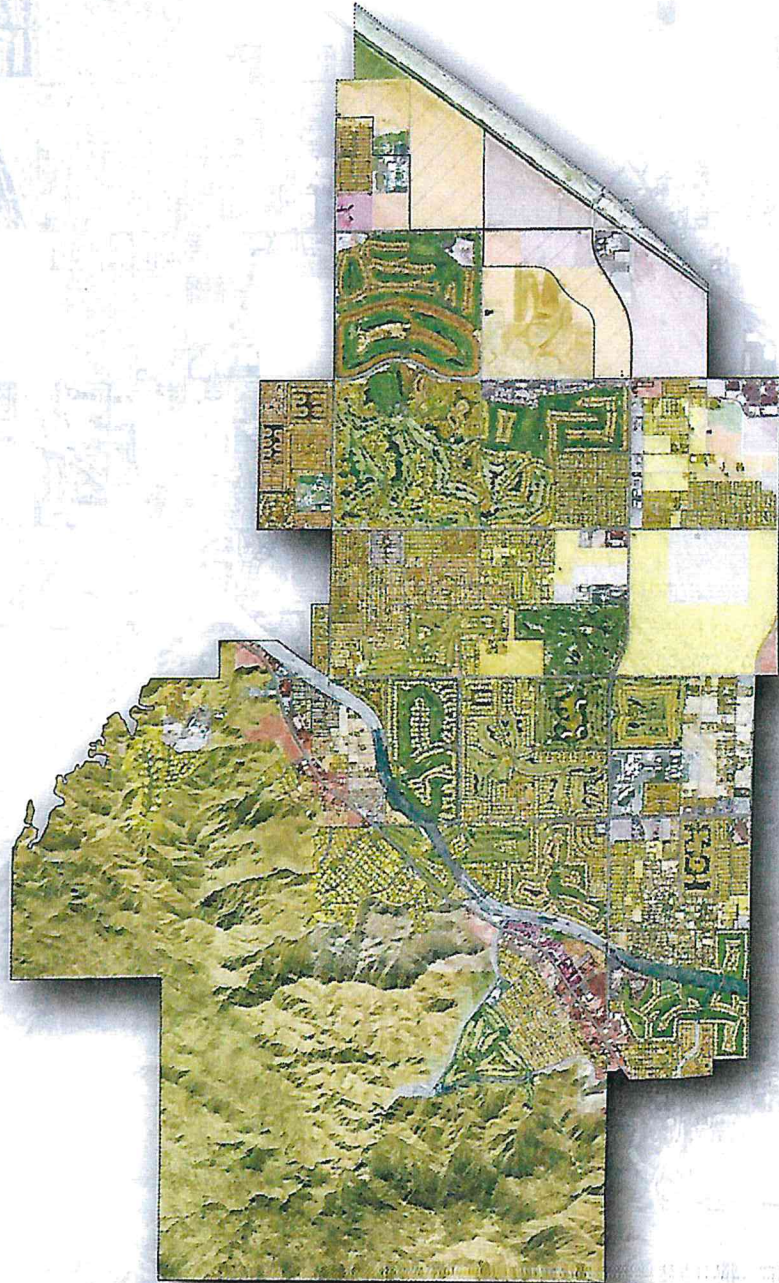


Image shows Rancho Mirage Land Use & Zoning Map, which is available on the City's new GIS-based web application.

To receive the R/M INSIDER and R/M MAGAZINE by email, visit [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov), scroll to the bottom of the home page, and subscribe. Follow us by clicking the social media icons at the top of the home page.



# Technology Master Planning

## Work Plan

Step	Technology Master Planning	Scheduled Week	Total Billable Hours	David	Tom	Janet
<b>Project Coordination</b>						
1	Overall Project Coordination		20	4	4	12
<b>Phase 1: Project Initiation</b>						
		1-4				
2	Project Organization and Kick-Off Meeting with District Project Manager and Key Personnel		8	4		4
	Project Team organization to include PMO office per Project Management Institute best practices					
	Assist in educating Project Team members and stakeholders on defined roles and responsibilities. This will be accomplished by providing forms to complete for use in workshops, including background concepts, instructions, and information requests					
	Conduct formal Kick-Off Meeting to officially start the project and provide an overview of the project to Project Team members, key stakeholders, and other engagement participants					
3	Develop Questionnaires/Information Requests		2		1	1
4	Obtain and Review Background Information and Preparation		4	2	1	1
<b>Phase 2: Needs Assessment</b>						
		4-7				
5	General Data Collection/Gathering, Distribution of Questionnaire, and Collection of Completed Questionnaires/Surveys		4			4
6	<b>Management and Functional Department Interview Workshops</b>	4-6				
	District Manager		3	1	1	1
	Administrative and Finance		3	1.5		1.5
	Human Resources		2	1		1
	Public Information		3	1.5		1.5
	Laboratory		3	1.5		1.5
	Operations		4	2		2
7	<b>IT Infrastructure, Operations, and Staffing Reviews</b>	3-4				
	IT Contractor Interviews		8		4	4
	IT Information Gathering Activities, including:		8		4	4
	Tour IT Facilities					
	Assessment and Information Gathering, including:					
	IT Policies and Procedures					
	IT Governance					
	Website and Social Media Review					
	IT Network and Infrastructure					
	Storage and Backups					





Step	Technology Master Planning	Scheduled Week	Total Billable Hours	David	Tom	Janet
	Audiovisual Systems					
	Servers, Server Applications, and Management					
	Cybersecurity Framework					
	Disaster Recovery, Business Continuity, and Risk Management					
	Emergency Operations and Emergency Response Plans					
	Email and Message Archiving					
	Service Desk					
	Metrics Review					
	IT Projects, PMO, and Budgets					
	Telecommunications					
	Services, Lines, and Equipment					
	Operations, including Support/Service Agreements					
	IT Staffing and Outsourcing Arrangements					
	GIS and GIS Integration					
<b>8</b>	<b>Documentation</b>	<b>5-7</b>				
	Summarize Findings and Observations		14	2	4	8
<b>Phase 3: Research and Preliminary Plan Development</b>		<b>7-10</b>				
<b>9</b>	Develop Key Strategies, Goals and Objectives		3	1	1	1
<b>10</b>	Develop Preliminary Initiatives, Findings, Alternatives, and Recommendations		28	4	8	16
	Current IT Environment Summary and Condition		Included			
	All Applications/Systems, including ERP, Enterprise Content Management, GIS, all departmental-based solutions, etc.		Included			
	Reporting and Business Intelligence		Included			
	Application Architecture and Integration		Included			
	Management and Operational Reporting		Included			
	User Training Needs		Included			
	Data Management		Included			
	Site Security (Video and Physical)		Included			
	IT and Telecommunications Infrastructure		Included			
	Network		Included			
	Servers, Storage, and Backups		Included			
	Desktop, Handhelds, Mobiles		Included			
	IT Operations		Included			
	Software Licensing and License Management		Included			
	Service Desk and Metrics		Included			
	Email and Message Archiving		Included			
	Management and Productivity Tools		Included			
	IT Policies and Procedures		Included			
	Technology Governance		Included			
	Cybersecurity Framework		Included			





Step	Technology Master Planning	Scheduled Week	Total Billable Hours	David	Tom	Janet
	Business Continuity/Disaster Recovery/Emergency Operations		Included			
	Cloud Strategies: Computing/Cloud Storage		Included			
	Technology Master Plan Implementation Methodology		Included			
	Emerging and Innovative Technologies		Included			
11	Preliminary Budgets		10	4	4	2
12	Develop Preliminary Assessment Report		12	4	4	4
<b>Phase 4: Planning and Prioritization Workshops</b>		<b>11-14</b>				
13	Develop Workshop Materials		6	2	2	2
14	Workshops - Departments and Project Team		4	2		2
15	Workshops - IT Infrastructure and Operations		2		2	
16	Workshop - Executive Team		2	1	1	
17	Revisions		6		2	4
<b>Phase 5: Final Report and Presentations</b>		<b>14-16</b>				
18	Develop Final Report and Supporting Documentation		16	4	4	8
19	Develop Presentation Materials		4	2	2	
20	Final Report Presentations - District Executive Team, Board of Trustees		4	2	2	
Hours by Consultant			183	47	51	86
Rate				\$225	\$225	\$185
Fees			\$37,755			
Travel and Related (not-to-exceed 10%)			\$225			
<b>Total Cost (Not-to-Exceed)</b>			<b>\$37,980</b>			

## Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

## Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

## Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt, via check or ACH.



## Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to “piggyback” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst has the option to agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make payment, and be liable directly to ClientFirst. The agency shall in no way be involved or responsible to ClientFirst for other entities’ purchases.



Serving Public Health Since 1928

## Coachella Valley Mosquito and Vector Control District

### Staff Report

June 13, 2023

#### Agenda Item: New Business

Discussion and/or approval to enter into an agreement with C.J. Brown & Company CPAs for the Professional Auditing Services for Coachella Valley Mosquito and Vector Control District — **David I'Anson, Administrative Finance Manager**

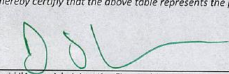
#### Background:

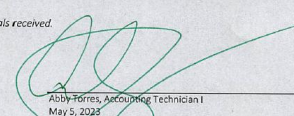
A request for proposals (RFP) was issued on April 10, 2023, a public notice placed in the Desert Sun to run for 10 days, posted to the District website and distributed by email to about 20 CPA firms. Abelina Torres Accounting Technician spoke to several firms that enquired about the RFP, regarding the District's address, and the fees. RFP closed May 5, 2023, received four responses, one proposal received from CJ Brown & Company, and three did not bid.

Submittals Received for:  
2023-01 Audit Services  
Friday, May 5, 2023 @ 3:00 p.m.

PROPOSED BY	RATES	COMMENTS
<sup>1</sup> C.J. Brown & Company	21,050	
<sup>2</sup> Richardson CPAs	⊖	Did not bid
<sup>3</sup> Pointdexter & Co	⊖	Did not Bid
<sup>4</sup> Maze & Assoc	⊖	Did not bid.
<sup>5</sup>		
<sup>6</sup>		
<sup>7</sup>		
<sup>8</sup>		
<sup>9</sup>		
<sup>10</sup>		

*I hereby certify that the above table represents the proposals received.*

  
 David I'Anson Administrative Finance Manager  
 May 5, 2023

  
 Abby Torres, Accounting Technician I  
 May 5, 2023



The proposal is for 3 years with an optional 2 years, the audit services for fiscal year ending June 30, 2023, is \$21,050, this is 84% of the \$25,000 allocated for audit in GL#6095.01.201 Finance Professional Fees.

The

## Exhibit II – Schedule of Professional Fees

Fees By Fiscal Year	Audit Fees			Other Item	Total All-Inclusive Maximum Price
	Audit Service Fees	Out-of-Pocket Expenses	Total Audit Maximum	Financial Transactions Report	
<b>Fiscal Year 2023</b>	\$ 19,825	550	20,375	675	<b>21,050</b>
<b>Fiscal Year 2024</b>	\$ 20,320	575	20,895	690	<b>21,585</b>
<b>Fiscal Year 2025</b>	\$ 20,815	600	21,415	705	<b>22,120</b>
<b>Total Fees by Fiscal Year</b>	<u>60,960</u>	<u>1,725</u>	<u>62,685</u>	<u>2,070</u>	<u><b>64,755</b></u>
<b>Optional Fiscal Years</b>					
<b>Fiscal Year 2026</b>	\$ 21,310	625	21,935	720	<b>22,655</b>
<b>Fiscal Year 2027</b>	\$ 21,805	650	22,455	735	<b>23,190</b>

### Staff Recommendation

The Finance Committee reviewed the proposal and recommend the Board approve the three-year agreement

### Fiscal Impact:

FY2023-24 Budget GL#6095.01.201	Current Available Funds	Proposed Expense Fiscal Year 2023/24	Remaining Available Funds
<b>\$50,700</b>	<b>\$50,700</b>	<b>\$21,050</b>	<b>\$29,650</b>

### Attachment:

- C.J. Brown & Company CPAs proposal



**C.J. Brown & Company CPAs**  
An Accountancy Corporation

Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Jeffrey Palmer

**Cypress Office:**  
10805 Holder Street, Suite 150  
Cypress, California 90630  
(657) 214-2307

**Riverside Office:**  
5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507  
(657) 214-2307

April 27, 2023

Coachella Valley Mosquito and Vector Control District  
RE: Auditing Services  
43-420 Trader Place  
Indio, CA 92201  
ATTN: Mr. David I'Anson, Administrative Finance Manager

**Re: Request for Proposal for Professional Auditing Services**

Dear Mr. I'Anson:

Enclosed please find our Proposal for Professional Auditing Services for Coachella Valley Mosquito and Vector Control District.

Please contact our office if you have any questions.

Cordially,

Christopher J. Brown, CPA CGMA

Enclosures



**Certified  
Public  
Accountants**



**Consultants  
& Advisors**



# **Coachella Valley Mosquito and Vector Control District**

## **Technical Proposal to Provide Auditing Services**

**For the Years Ending  
June 30, 2023 through 2025  
and Optional Years  
June 30, 2026 and 2027**

**Christopher J. Brown CPA, CGMA  
Jonathan P. Abadesco, CPA**

10805 Holder Street, Suite 150  
Cypress, California 90630

5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507

**Phone:** (657) 214-2307



**C.J. Brown & Company, CPAs  
An Accountancy Corporation**

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### 2. Cost Proposal

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Exhibit II – Schedule of Professional Fees

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Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Jeffrey Palmer

# C.J. Brown & Company CPAs

An Accountancy Corporation

**Cypress Office:**  
10805 Holder Street, Suite 150  
Cypress, California 90630  
(657) 214-2307

**Riverside Office:**  
5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507  
(657) 214-2307

April 27, 2023

Coachella Valley Mosquito and Vector Control District  
RE: Auditing Services  
43-420 Trader Place  
Indio, CA 92201  
ATTN: Mr. David I'Anson, Administrative Finance Manager

## **Re: Request for Proposal for Auditing Services**

Dear Mr. I'Anson:

We appreciate the opportunity to submit our proposal to provide annual professional auditing services for the Coachella Valley Mosquito and Vector Control District (District) for the fiscal years ending June 30, 2023, through 2025, and additional one-year fiscal years (optional fiscal years) ending June 30, 2026, and 2027.

In response to your inquiry of C.J. Brown & Company, CPAs – An Accountancy Corporation (Firm), we have prepared a proposal that reflects our understanding of the District audit service requirements and that demonstrates our capability and commitment to serve. Our goal is to build a strong a partnership with the District and demonstrate the highest levels of client service.

We understand that you expect a timely audit service conducted in a professional manner in accordance with audit service standards specific to governmental entities such as yours. We are committed to meet all the requirements you have indicated, and we will issue the reports and meet the timing requirements you have requested. We believe we are uniquely qualified to provide the quality and scope of service that the District desires.

### ***Focused on the Special District Industry***

Our client service team members are specialists in the governmental special district sector. This means they each focus a substantial portion of their time serving special district governmental clients. We know and understand your organization and the climate within which you work.

**Our Firm audits over 50 governmental special districts in the State of California; as a result, this enables our Firm to continuously be immersed in the governmental, financial, and operational issues related to special districts.**

### ***Organized to Serve***

Our service approach ensures that the District will receive the highest quality, personalized service when and where you need it. By tailoring our approach, we guarantee that the District will receive timely and attentive service that forms the hallmark of our approach to serving clients. **Our governmental audit and consulting practice accounts for a substantial portion of our Firm's annual services.** Therefore, we have made a substantial commitment and investment to serve our governmental clients.

Mr. David I'Anson, Administrative Finance Manager  
Coachella Valley Mosquito and Vector Control District  
April 27, 2023  
Page 2

***Organized to Serve, continued***

While our governmental experience is substantial, it is not the only factor that sets us apart from other firms; moreover, it is the commitment to utilize our resources and experience for the benefit of our clients.

Our approach to the engagement will be to establish a delivery system for providing a truly exceptional level of service. Each element of that system including staffing, audit approach, communication, and coordination will be examined and refined to fit the needs of the District. The hardest to quantify may be the relationship aspect of working with one professional service firm versus another. Because of the service delivery approach, we are recommending and our history of working with many special district governmental units like the District, we are confident that our Firm knows how to address the unique needs of the District.

**Our staff members assigned to the District are experienced governmental professionals that have managed numerous audits and attest engagements. We have assisted in the initial preparation and successful submission of many clients' Annual Comprehensive Financial Reports (ACFR) for the GFOA Award Program.** Each of our staff has extensive experience that allows for a new outlook with innovative suggestions to improve quality and efficiency. We believe that our references will show that we are the best selection for the District. The choice of an audit firm should be based upon several factors including, but not limited to, staff retention, training programs, proactively addressing governmental industry changes, and adherence to a strict quality control program.

We are confident that we will provide the District with consistent staffing over the contract period as the continuity of staff is as important to us as it is to the District. We will be committed to the District and believe that our audit engagement team is the best selection for the District.

Our proposal and fee schedule shall be valid and binding for 90 days following the proposal due date and will become part of the contract that is negotiated with the District.

C.J. Brown & Company, CPAs – An Accountancy Corporation

Address:	10805 Holder Street Suite 150 Cypress, CA 90630	5051 Canyon Crest Drive Suite 203 Riverside, CA 92507
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Website (in the process of being updated to C.J. Brown & Company, CPAs):  
[www.fedakbrownllp.com](http://www.fedakbrownllp.com)

Phone Number: (657) 214-2307

Email: chris@cjbrowncpa.com

You may contact, Jonathan Abadesco or Christopher Brown if you have any questions or need additional information. Christopher Brown will be your primary contact during the proposal evaluation period. He may be reached at (657) 214-2307, or by e-mail at chris@cjbrowncpa.com.

We look forward to hearing from you soon.

Cordially,

*C.J. Brown & Company, CPAs*

**C.J. Brown & Company, CPAs – An Accountancy Corporation**

## Statement of Understanding

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### Audit Engagements

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to audits contained in the Government Auditing Standards issued by the Comptroller General of the United States. The audit engagements will be comprised of the elements enumerated in the District's Request for Proposal including:

1. **Audit of the Basic Financial Statements of the District and assistance in the Preparation of Annual Financial Report;**
2. **Preparation of Management Reports for the District;**
3. **Preparation of the State Controller's Annual Financial Transactions Report for the District, including submission to the State Controller's Office;**
4. **Attendance at Meetings and Presentation to the Board of Trustees; and**
5. **Provide guidance, training, and technical assistance to the District in implementing Governmental Accounting Standards issued, including Annual Accounting Update Session (as required)**

### *Timing of Our Procedures*

We understand that the District is looking for value in the professional relationship they have with their auditors. Value comes from the knowledge, experience, and dedication that our Firm employs. We stress employs because all of the knowledge and expertise shown on paper will reap no benefit to you unless it is applied. This application equates to time well spent. We have developed an audit plan that we feel will accomplish the objectives of the District and will meet your special needs.

In order to accomplish our audit objectives and meet your deadlines for delivery, the sequence and timing of our procedures are critical. The Schedule below highlights our expected timeline which will be mutually agreed with the District.

### Schedule of Deliverables


April - May	Engagement Planning
May/June or TBD	Interim Field Work (Test of Controls, Risk Assessment)
August/September or TBD	Year-End/Final Fieldwork
October/November or TBD	Provide Draft ACFR and Management Report
By November/ December or TBD	Provide Final Reports and Present to the Board of Trustees
By January 31st	Prepare and file the Annual Financial Transactions Report to the State Controller's Office

***TBD – To be determined per agreement with client.***

**Firm Provided Affirmations**

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- A. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that the Firm and all key professional staff are properly registered and licensed or supervised by certified public accountants in good standing duly authorized to practice in the State of California.
- B. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that the Firm is independent of the District, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States.
- C. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that the Firm currently maintains errors and omissions insurance coverage in the aggregate amount of one million dollars and general liability coverage of two million dollars. The Firm will provide the required insurance coverage and Accord insurance form to the District upon acceptance of the audit engagement.
- D. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it has the necessary experience to conduct high-quality audits of local government and enterprise special districts and agencies in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States and the Single Audit Act. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- E. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it will meet your timing requirements to begin and complete the audit of the District.
- F. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that senior staff scheduled on the audit of the District are experienced personnel and that no person designated as “key” to the project shall be removed or replaced without the prior written consent of the District.
- G. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it has never been the subject of any lawsuits, claims of fraud, malpractice and/or disciplinary action by any State or Federal District in relation to the Firm’s governmental practice in its entire existence.
- H. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it has not been censured or disciplined from the State Board of Accountancy.
- I. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it will allow the District or their designee access to pertinent District audit work papers, financial reports, and management letters.
- J. C.J. Brown & Company, CPAs – An Accountancy Corporation affirms that it has never filed bankruptcy, there is no pending litigation against the Firm, there are no planned office closings, there are no impending mergers, and there are no potential labor disputes that may impede us the ability to complete the audit for the District.

Signature of Authorized Official: 

Name: Christopher J. Brown, CPA CGMA

Title: President

Firm: C.J. Brown & Company, CPAs – An Accountancy Corporation

Date: April 27, 2023



## Firm Qualifications and Experience

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C.J. Brown & Company, CPAs – An Accountancy Corporation, is a full-service firm licensed to practice in the State of California providing accounting, audit, and consulting services for governmental and commercial enterprises, throughout the State of California. Our Governmental Services personnel are currently comprised of six senior professionals with extensive experience in governmental accounting, auditing, and additional reserve staff available on an as needed basis. The Firm maintains an office in Cypress, and Riverside, California.

Your main contact will be Mr. Jonathan Abadesco. Our contact information can be located on our letterhead. All of the work for the District will be staffed directly out of our Riverside office and will not be subcontracted to any other firm.

Our Firm is fully automated in-house and utilizes current technology and software on all audit engagements. We utilize CCH ProSystems *fx* Engagement © and Knowledge Coach Audit Software.

C.J. Brown & Company, CPAs – An Accountancy Corporation is an equal opportunity employer and certifies that our Firm is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965. Our Firm is committed to affirmative action in hiring practices.

### *Professional Education*

It is a requirement of the State Board of Accountancy for all public accounting firms who are involved in governmental auditing to allocate a specific portion of continuing education in governmental accounting and auditing every two years. The Firm has met this requirement for all staff involved with governmental accounting and auditing. Our Firm's strict adherence to these continuing professional education standards ensures the highest quality of staff assigned to the District audits over the term of our agreement. Our Firm also requires that all personnel at all organizational levels adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, California State Society of CPAs, State Board of Accountancy, State Statute, and in some cases, the Securities and Exchange Commission and other regulatory agencies. Our Firm strictly follow the requirements of Government Code Section 12410.6(b) regarding auditor rotation requirements of public accounting firms providing audit services to local agencies. The Firm is not the object of any disciplinary action in its entire existence.

### *Quality Control*

The Board of Trustees of the District can measure the quality of the opinions expressed by the Firm by evaluating the level of professional standards maintained by our Firm as discussed in this proposal. The Board of Trustees can also measure the performance and quality control of our Firm by evaluating our participation in the profession's peer review process as well as evaluating our Firm's professional standards and quality of work ethic in discussions with our Firm's current client base in the special district industry.

Using guidelines established by the AICPA, the Firm has designed and implemented an effective quality control system to ensure that our accounting and auditing work conforms to professional standards. **C.J. Brown & Company, CPAs – An Accountancy Corporation is in the process of transitioning the operations of Fedak & Brown LLP into the Firm and is currently working with the Peer Review personnel to establish our peer review program and expects to undergo the initial Review in June 2023.** We have included the last peer review report from Fedak & Brown LLP which provides a *Pass with deficiency* opinion on the next page.

## Firm Qualifications and Experience, continued



### Report on the Firm's System of Quality Control

June 8, 2022

To the Owners of  
Fedak & Brown LLP and the Peer Review Committee of the CA Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Fedak & Brown LLP (the firm) in effect for the year ended September 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Deficiencies Identified in the Firm's System of Quality Control

We noted the following deficiencies during our review:

1. The firm's policies and procedures require that all work be performed and documented in accordance with professional standards and that a proper review by the engagement partner take place before the reports are released. Due to time constraints caused by the Pandemic and numerous personnel changes, including at the Partner level, engagements were not given the proper focus and attention needed. As a result, we noted the following: a) On an Audit of a Not-for-Profit organization, we noted that the functional expenses were presented as Supplemental Information instead of on the Statement of Activities or in the notes to the financial statements as required and we noted that accounts receivable confirmations were not requested, and the auditor did not document how the presumption for these requests was overcome; b) On the compliance audit under the Single Audit Act, we noted that the firm selected different requirements as being direct and material than those listed in the applicable Compliance Supplement; and c) On an Audit and a Review, we noted the failure to consider the new Revenue Recognition standard. In our opinion, these contributed to a compliance audit under the Single Audit Act, an audit of a Not-for-profit organization, and a Review engagement that did not conform to professional standards in all material respects. Of lesser significance, yet a result of the same systemic cause, we noted that while the firm performed a fair amount of work for obtaining an understanding of internal control on the audits, we found they inappropriately relied on inquiries of personnel for some procedures.

2. Statements on Quality Control Standards require that firms monitor their quality control system to provide assurance that the policies and procedures established by the firm are suitably designed and effectively applied. During our review, we noted that although the firm's policies and procedures require monitoring procedures, they were not performed as required. As a result, the firm was not in compliance with the monitoring element of the Quality Control Standards.

#### Opinion

In our opinion, except for the deficiencies previously described the system of quality control for the accounting and auditing practice of Fedak & Brown LLP in effect for the year ended September 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Fedak & Brown LLP has received a peer review rating of *pass with deficiencies*.

*Heidenreich & Heidenreich CPAs PLLC*

Heidenreich & Heidenreich, CPAs, PLLC

### ***Experience and Technical Competence***

We have prepared a listing of some of our governmental audit clients on the next page. We believe this listing exemplifies that we have significant experience in conducting high-quality audits of local governments and enterprise special Districts. Our governmental audit team has significant experience in auditing special district governmental agencies and our team members may have conducted some of these audits over the past year (see next page).

Firm Qualifications and Experience, continued

The following is a listing of some of our Governmental Special District Clients that our Audit Teams have served by County!

**Kern County**

*Bear Valley Community Services District  
Indian Wells Valley Water District  
Stallion Springs Community Services District*

**Los Angeles County**

*Crescenta Valley Water District  
Greater Los Angeles County Vector Control District  
Long Beach Airport  
Long Beach Water Department  
Los Angeles County West Vector Control District  
Palmdale Water District  
Palos Verdes Library District  
San Gabriel Valley Municipal Water District  
Sanitation Districts of LA County  
Santa Clarita Valley Water Agency  
Southern California Library Cooperative  
Valley County Water District*

**Orange County**

*Buena Park Library District  
Capistrano Bay Community Services District  
East Orange County Water District  
El Toro Water District  
Irvine Ranch Water District  
Mesa Consolidated Water District  
Nature Reserve of Orange County  
Rossmoor/Los Alamitos Area Sewer District  
Santiago County Water District  
Southern California Coastal Water Resource Authority  
Yorba Linda Water District*

**Riverside County**

*Beaumont-Cherry Valley Water District  
Cabazon Water District  
Coachella Valley Mosquito and Vector Control  
Desert Recreation District  
Edgemont Community Services District  
Idyllwild Fire Protection District  
Lake Hemet Municipal Water District  
Northwest Mosquito and Vector Control District  
Santa Ana Watershed Project Authority  
Temecula Public Cemetery District  
Western Municipal Water District*

**Santa Barbara County**

*Goleta Water District  
Montecito Water District  
Santa Maria Public Airport Authority  
SantaYnez Community Services District  
Summerland Sanitary District*

**San Bernardino County**

*Baldy Mesa Water District  
Big Bear City Community Services District  
Big River Community Services District  
Chino Basin Water Conservation District  
Chino Basin Watermaster  
Helendale Community Services District  
Hi-Desert Water District  
Inland Empire Utilities Agency  
Joshua Basin Water District  
Mojave Water Agency  
Monte Vista Water District  
Phelan Pinon Hills Community Services District  
San Bernardino Valley Water Conservation District  
Victor Valley Wastewater Reclamation Authority  
Victor Valley Water District  
Victorville Water District  
Water Facilities Authority - JPA  
West Valley Mosquito and Vector Control District  
West Valley Water District*

**San Diego County**

*Leucadia Wastewater District  
Public Agency Self-Insurance System  
Rincon Del Diablo Water District  
Vallecitos Water District*

**Ventura County**

*Oxnard Harbor District  
Pleasant Valley Recreation and Park District  
Saticoy Sanitary District  
Triunfo Sanitation District  
Ventura County Resource Conservation District  
Ventura Regional Sanitation District*

**Northern California/ Bay Area**

*Aromas Water District  
Butte County Mosquito and Vector Control District  
Central Water District  
Coastside County Water District  
Fresno Irrigation District  
North Marin Water District  
McKinleyville Community Services District  
Oakdale Irrigation District  
Purissima Hills Water District  
San Lorenzo Valley Water District  
Shasta Mosquito and Vector Control District  
Solano Irrigation District  
Soquel Creek Water District  
Westborough Water District*

## Project Team – Qualifications and Experience

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### *Summary Qualification of Key Personnel*

Our Firm's philosophy is to take a team approach with our clients in conducting our audit engagements. A properly developed, mutually agreeable timeline results in the most efficient engagement. We want you to not only think of us as your auditor, but as a resource to be used whenever the need occurs. Also, it is our Firm's philosophy to have our partners, audit managers and audit supervisors involved in the day-to-day audit details of our clients.

You will have an Engagement Partner as well as a Technical Review Partner, a field audit Partner/Manager assigned to the District audits; in addition, one or more staff accountants will be assigned to the audit. All team members work in the field while the audit fieldwork is in process. Each team member has the following responsibilities:

The engagement partner is responsible for all services provided to the District. The engagement partner's responsibilities consist of the overall planning, supervision and review of the audit test work, and preparation of the audit report.

The field audit partner/manager is responsible for coordinating the audit test work, which includes the on-site supervision of staff, and preparation of the audit report.

Once audit test work is completed, the field audit partner/manager will work with the audit team to complete the reports for the District for all recipients. The engagement partner will be your contact throughout the engagement year.

Prior to discussions with your staff, the field audit partner/manager, in collaboration with audit staff, will make sure that all facts have been evaluated to minimize utilizing your staff's time for audit assistance purposes.

### *Knowledge and Understanding of Local Environment*

The engagement team members strive to be experts within the governmental sphere. We keep ourselves apprised of current issues affecting the District operating environment.

### *Partner Participation*

The partner in charge of the audit will be available to attend meetings of the District's Audit Committee and the Board of Trustees to discuss and report on the audit process and the deliverables associated with the audit. We will provide the District with accounting advice regarding subjects that could affect the report, particularly those that will directly impact its recipients.



## Project Team – Qualifications and Experience, continued

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### **CHRISTOPHER J. BROWN, CPA, CGMA TECHNICAL REVIEW PARTNER**

- Education:** Bachelor of Arts - Business Administration: Finance – California State University, San Bernardino 1995  
Accountancy – California State University, San Bernardino 1999
- License:** Certified Public Accountant – 2002
- Continuing Education:** Total hours were over 90 hours in the last two years of which 32 were in governmental accounting and auditing subjects. Mr. Brown has the Governmental Auditing Standards requirement for governmental CPE.
- Memberships:** California Society of Certified Public Accountants  
American Institute of Certified Public Accountants  
Government Finance Officers Association  
California Society of Municipal Finance Officers Association
- Experience:** Christopher J. Brown is a CPA in the State of California and has over eighteen years of experience in public accounting and auditing governmental entities having worked at a national firm. Mr. Brown holds a Bachelor's Degree from California State University, San Bernardino. He has extensive experience in the areas of governmental financial and compliance reporting.
- Member of Board of Directors – Treasurer, Riverside County Philharmonic
- Mr. Brown's public accounting experience includes tenure with CPA firm RSM. He is also involved in auditing governmental and non-profit entities as well as medium to large manufacturing, construction and service oriented corporations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act of 1984 and the Uniform Guidance.
- Mr. Brown has provided significant audit and accounting services to various governmental entities. In these accounting engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures. He has also been involved in the implementation of performance management budgeting and planning processes.
- He is currently involved on the following major governmental engagements:
- North Marin Water District
  - Shasta Mosquito and Vector Control District
  - Los Angeles County West Vector Control District
  - Solano Irrigation District
  - Oakdale Irrigation District
  - Tri-Dam Project & Tri-Dam Authority
  - Hi-Desert Water District
  - Indian Wells Valley Water District
  - Joshua Basin Water District
  - Santa Maria Public Airport District
  - Phelan Pinon Hills Community Services District
  - Helendale Community Services District
  - Bear Valley Community Services District

**Project Team – Qualifications and Experience, continued**

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**JONATHAN P. ABADESCO, CPA  
ENGAGEMENT PARTNER**

Education:	Bachelor of Science in Accountancy – Miriam College Foundation, Inc., Philippines 1999
License:	Certified Public Accountant – 2012
Continuing Education	Total hours were 82 hours in last two years of which 32 were in governmental accounting and auditing subjects. Mr. Abadesco has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants Government Finance Officers Association California Society of Municipal Finance Officers Association
Experience	<p>Jonathan P. Abadesco is a CPA in the State of California and has over twenty years of experience in public accounting and auditing governmental entities having worked at a national firm. He has served as the Assistant General Manager – Administration/CFO for a governmental special district (Hi-Desert Water District) and as a CFO/Controller for a not-for-profit (Inland Counties Legal Services).</p> <p>Mr. Abadesco’s public accounting experience includes tenure with CPA Firm, Ernst &amp; Young and PricewaterhouseCoopers. He is involved in performing financial, compliance and performance audits of governmental and non-profit entities, as well as medium to large global organizations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act of 1984 and the Uniform Guidance.</p> <p>While working with his previous CPA firm, Mr. Abadesco was instrumental in preparing the agreed upon procedures that was utilized by the U.S. Department of Energy. Also, Mr. Abadesco has provided significant audit, accounting and consulting services to various governmental entities engaged in transportation including Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, Los Angeles Department of Transportation and Metropolitan Atlanta Rapid Transportation Authority.</p> <p>He has been involved on the following governmental special districts engagements:</p> <ul style="list-style-type: none"><li>➤ Monte Vista Water District</li><li>➤ Joshua Basin Water District</li><li>➤ Oakdale Irrigation District</li><li>➤ Santa Clarita Valley Water Agency</li><li>➤ Lake Hemet Municipal Water District</li><li>➤ San Lorenzo Valley Water District</li><li>➤ Coachella Valley Mosquito and Vector Control District</li><li>➤ Northwest Mosquito and Vector Control District</li><li>➤ Butte County Mosquito and Vector Control District</li><li>➤ Vista Fire Protection District</li><li>➤ Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority</li></ul>

## Project Team – Qualifications and Experience, continued

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### **JEFF PALMER AUDIT SUPERVISOR**

- Education:** Bachelor of Science – Business Administration: Accountancy & Finance – California State University, Long Beach 2005
- License:** In Process
- Continuing Education:** Total hours were 80 hours in last three years of which 32 were in governmental accounting and auditing subjects. Mr. Palmer meets the Governmental Auditing Standards requirement for governmental CPE.
- Memberships:** California Society of Certified Public Accountants
- Experience:** Over fourteen years of experience in public accounting and auditing of governmental, private, and non-profit entities. Relevant governmental experience includes cities, special districts, airports, transportation agencies, and public financing authorities. He has extensive experience in conducting financial audits under GAO Yellow Book standards and compliance single audits in accordance with the Single Audit Act of 1984 and the Uniform Guidance. He has assisted clients in implementation and publishing their Comprehensive Annual Financial Reports in compliance with GFOA requirements.
- Mr. Palmer has provided significant audit, accounting, and consulting services to various governmental entities. In these accounting and auditing engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures, performance management budgeting and planning processes, financial reviews, and cash management practices. In these consulting engagements, he has provided services including franchise tax compliance reviews, excise tax compliance and reporting reviews, and enterprise utility tax-exempt purchasing reviews.
- He has been involved on the following governmental special districts engagements:
- North Marin Water District
  - Walnut Valley Water District
  - La Puente Valley County Water District
  - Monte Vista Water District
  - Crescenta Valley Water District
  - Orange County Water District
  - Indian Wells Valley Water District
  - Westborough Water District
  - Coastside County Water District
  - Mojave Water Agency
  - Bighorn Desert View Water Agency
  - Santa Maria Public Airport District
  - Phelan Pinon Hills Community Services District
  - Helendale Community Services District
  - Bear Valley Community Services District

## References

### References

Presented below are five significant engagements performed in the last three years similar to the engagement described in this Request for Proposal. Please do not hesitate to contact these references regarding our Firm and the high level of service we provide. We will be happy to provide additional references for your review.

1. Mr. Kevin Kalman, General Manager Ms. Sonya Galvez, Account Manager <b>Desert Recreation District</b> 45-305 Oasis St., Indio, CA 92201	<b>Parks and Recreation District</b> Annual Audit – Annual Comprehensive Financial Report 760.347.3484
2. Mr. Mark Breidenbaugh, Ph.D., District Manager <b>Northwest Mosquito and Vector Control District</b> 1966 Compton Avenue Corona, CA 92881	<b>Vector Control District</b> Annual Audit – Financial Statement 951.340.9792
3. Mr. Aaron Arugay, Executive Director <b>Los Angeles County West Vector Control District</b> 6750 Centinela Avenue Culver City, CA 90230	<b>Vector Control District</b> Annual Audit – Financial Statement 310.915.7370 x 230
4. Ms. Darcy Buckalew, Administrative Manager <b>Shasta Mosquito and Vector Control District</b> 19200 Latona Road Anderson, CA 96007	<b>Vector Control District</b> Annual Audit – Financial Statement 530.365.3768
5. Mr. Matthew Ball, General Manager <b>Butte County Mosquito and Vector Control District</b> 5117 Larkin Road Oroville, CA 95965	<b>Vector Control District</b> Annual Audit – Financial Statement 530.533.6038



## Specific Audit Approach and Work Plan

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### *Specific Audit Approach*

Our Firm's audit approach is tailored to each client in the following manner:

- We understand the significant work requirements of our clients. We work with our clients' schedules when scheduling segments of the audit or requesting documentation to minimize disruption during the audit process.
- We strive to utilize support already prepared by our clients to avoid duplication or unnecessary requests for audit supporting schedules.
- We have implemented a paperless audit process that utilizes CCH ProSystems fx Engagement ® and Practitioners Publishing Company software packages. These platforms provide for greater efficiency within the audit process. In addition, we fully embrace the utilization of data extraction capabilities within a client's reporting system to further increase efficiency and reduce demands on client staff time.
- Our staff is trained and familiar with government accounting and audit concepts, so you will see the difference in working with our professional staff.
- We audit various large and small governmental organizations, allowing us to consult with our clients on implementing various best-practices in their organizations.
- We believe that regular communication is the most important part of the audit process; as a result, we ask that if you ever have any questions about any financial, accounting, or audit issues, please contact us anytime throughout the year.

### *Interim Audit Planning and Testwork*

Planning is necessary to ensure a quality audit, efficient use of professional staff and timely delivery of reports. Adequate planning of the audit is essential to minimize disruption of the ongoing daily operations of the District and their recipients. We have developed a comprehensive, efficient planning process. We will begin the planning of the audit upon notification of award of the contract.

Tasks to be accomplished during the planning phase include:

- Conducting an Audit Entrance Conference with the District Board of Trustees and management to discuss the scope and timing of the audit test work, the availability of the District accounting staff, prior audit problems encountered, the extent of interim audit test work to be performed, the establishment of a liaison for the audit, and the arrangements for workspace and other needs to conduct the audit test work.
- Reviewing the Board minutes, agreements/contracts, and applicable strategy for the audit period.
- Interviewing finance staff regarding internal controls.
- Discussing the status of prior year's audit findings, if any.
- Review of the District internal control structure and communication of recommendations to the District management team concerning District policies and procedures.
- Tests of controls of audit areas to determine the effectiveness of the District internal control structure. (Minimum of 25 selections per area – revenue, expenses, payroll, bank reconciliations)
- Evaluation of any unusual items noted from our analytical procedures.
- Reviewing of important contracts, debt issues, leases and joint power agreements.

## Specific Audit Approach and Work Plan, continued

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### *Interim Audit Planning and Testwork, continued*

- Providing the District with suggestions regarding the closing of the District books after year end. Our assistance and communication in the closing of the District books is expected to minimize the number of audit adjustments required after the close of District books.

After we obtain an understanding of the District internal controls, evaluate their design and implementation and perform our interim test work we will determine the nature, scope, and timing for our final audit test work.

### *Final Audit Test Work*

After the final closing of the District books and preparation of final trial balances and audit supporting schedule by District personnel, we will commence performing our *final audit testwork*.

Our final examination will include analysis of critical audit areas which we deem necessary, including:

- Analysis of cash and investment balances to online bank and brokerage websites.
- Analysis of bank reconciliations.
- Analysis of accounts receivable, and relative ratios.
- Analysis of property tax receivable and assessments
- Analysis of allocations of interest income.
- Analysis of inventories.
- Analysis of deposits
- Analysis and testing of capital assets: construction-in-progress, significant additions/disposals, and related depreciation.
- Analysis of deferred outflows of resources balances and related amortization.
- Analysis of accounts payable.
- Performance of a search for unrecorded liabilities.
- Analysis and testing of valuation of the liabilities for compensated absences.
- Analysis of long term debt balances.
- Analysis of the annual roll-forward of net pension liability balances.
- Analysis of net other post-employment benefit liability.
- Analysis of unearned revenue.
- Analysis of deferred inflows of resources balances and related amortization.
- Analysis of the proper establishment of fund balances (reserves and designations).
- Analysis of significant grant agreements, awards and contracts (if applicable).
- Analysis of significant events after year end (through the completion of our audit).
- Analysis of attorney letters for significant legal matters affecting the District financial position.

The abovementioned analysis and inquiries are only a sample of the tests performed during the examination and is not meant to be all inclusive.

### *Audit Completion*

At the completion of the audit each year, we will meet with the District management team to review our audit findings. We will communicate all deficiencies in controls which may assist the District in strengthening the internal control structure. Comments and recommendations relating to the accounting system will also be discussed. Finally, we will discuss all findings noted during the engagement. After discussion, the final report will be submitted to the District.

## Specific Audit Approach and Work Plan, continued

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### ***Identification and Communication of Internal Control Matters***

The objective of our audit is to form an opinion on the District. Our objective is not to identify deficiencies in internal controls; however, when control deficiencies are identified during our audit and if they constitute significant deficiencies or material weaknesses, we will communicate in writing those deficiencies to those charged with governance and the District management.

### ***Audit Documentation***

We will document matters pertaining to our audit planning and audit test work. The audit documentation will clearly demonstrate procedures performed, evidence obtained, and conclusions reached.

### ***Communication with Management and the Board of Trustees***

In addition to our written reports, we believe an oral presentation to the District management, Audit Committee, and the Board of Trustees, to be a minimum service provided by our Firm and would be pleased to schedule a mutually convenient time for such a presentation at the conclusion of the engagement or any time during the progression of the audit.

### ***Other Assistance***

Providing management assistance requires more than having talented people on staff; it requires a proactive approach. First, we assign experienced senior level professionals to our engagements. Our client base of governmental entities and commercial companies demands broad business and industry experience, as well as technical expertise. Those talented professionals have to be exposed to clients and develop an in-depth understanding of particular situations.

Second, we actively look for opportunities to provide assistance. We try to initiate rather than respond. For instance, if we believe a situation is developing, we will approach the client, offer to investigate and provide recommendations. If a formal project to address the problem is required, we will define the approach, execute the assignment and follow through with implementation assistance.

### ***Proposed Hours and Segmentation of the Audit***

See our Cost Proposal for further information of the segmentation of the proposed audit process by hours and staffing.



**Certified  
Public  
Accountants**



**Consultants  
& Advisors**



# **Coachella Valley Mosquito and Vector Control District**

## **Cost Proposal to Provide Auditing Services**

**For the Years Ending  
June 30, 2023 through 2025  
and Optional Years  
June 30, 2026 and 2027**

**Christopher J. Brown CPA, CGMA  
Jonathan P. Abadesco, CPA**

10805 Holder Street, Suite 150  
Cypress, California 90630

5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507

**Phone: (657) 214-2307**



**C.J. Brown & Company, CPAs  
An Accountancy Corporation**





C.J. Brown & Company CPAs  
An Accountancy Corporation

Christopher J. Brown, CPA, CGMA  
Jonathan Abadesco, CPA  
Jeffrey Palmer

Cypress Office:  
10805 Holder Street, Suite 150  
Cypress, California 90630  
(657) 214-2307

Riverside Office:  
5051 Canyon Crest Drive, Suite 203  
Riverside, California 92507  
(657) 214-2307

April 27, 2023

Coachella Valley Mosquito and Vector Control District  
RE: Auditing Services  
43-420 Trader Place  
Indio, CA 92201  
ATTN: Mr. David I'Anson, Administrative Finance Manager

**Re: Request for Proposal for Professional Auditing Services**

Dear Mr. I'Anson:

Based on our understanding of the Coachella Valley Mosquito and Vector Control District's (District) requirements, our total all-inclusive maximum fee for all services requested at our discounted rates for the fiscal year ending June 30, 2023, will be **\$21,050**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our all-inclusive maximum price for the fiscal years ending June 30, 2024 and 2025, and two additional one-year fiscal years (optional fiscal years) ending June 30, 2026, and 2027 will be **\$21,585**, **\$22,120**, **\$22,655**, and **\$23,190**, respectively.

Our estimate for out-of-pocket expenses may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal years ending June 30, 2023 through 2025, and optional fiscal years 2026 and 2027, are itemized in the attached Exhibits.

Our maximum not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services if they are requested by the District.

I am authorized to make representations for C.J. Brown & Company CPAs and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

April 27, 2023

Date

# Exhibit I – Proposed Hours and Our Fees

## Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2023 through 2025, and optional fiscal years 2026 and 2028, the audit of the District will approximate 165 hours by major area, are summarized as follows:

<b>Break out of Audit Hours</b>				
<b>Audit Steps</b>	<b>Partners</b>	<b>Mgr/Sup</b>	<b>Staff</b>	<b>Total</b>
<b>Planning</b>	5	15	15	<b>35</b>
<b>Controls Testwork</b>	5	10	25	<b>40</b>
<b>Substantive Testwork</b>	5	15	30	<b>50</b>
<b>Reporting</b>	10	20	10	<b>40</b>
	<u>25</u>	<u>60</u>	<u>80</u>	<u><b>165</b></u>

As shown above, we expect approximately 52% of engagement hours to come from Partners, Managers, and Supervisors assigned to the engagement in fiscal year 2023 through 2025, and optional fiscal years 2026 and 2027, respectively.

Working on the premise that we will be provided with a year-end trial balance, along with an audit package of reconciled balances and supporting schedules of all balance sheet accounts, we expect to perform the audit of the District at fees as stated in the attached Exhibit II -Schedule of Professional Fees on Page 3 for the fiscal years ending June 30, 2023 through 2025, and optional fiscal years 2027 and 2028, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as, report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of the District’s personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice. Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our hourly rates. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audits. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Exhibit III - Schedule of Fees By Hours on Page 4 through 6 of this cost proposal.

In accordance with Firm policies and the Office of Management and Budget Circular A-128 and Firm Policies, we will maintain our work papers for at least seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District.

We want the Board to understand that we will provide any assistance and answer any questions that the District’s staff or members of the Board may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District’s activities and accounting issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and our interest in the District, we will provide you with assistance in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

## Exhibit II – Schedule of Professional Fees

<u>Fees By Fiscal Year</u>	<u>Audit Fees</u>			<u>Other Item Financial Transactions Report</u>	<u>Total All-Inclusive Maximum Price</u>
	<u>Audit Service Fees</u>	<u>Out-of-Pocket Expenses</u>	<u>Total Audit Maximum</u>		
Fiscal Year 2023	\$ 19,825	550	20,375	675	21,050
Fiscal Year 2024	\$ 20,320	575	20,895	690	21,585
Fiscal Year 2025	\$ 20,815	600	21,415	705	22,120
<b>Total Fees by Fiscal Year</b>	<u>60,960</u>	<u>1,725</u>	<u>62,685</u>	<u>2,070</u>	<u>64,755</u>
<u>Optional Fiscal Years</u>					
Fiscal Year 2026	\$ 21,310	625	21,935	720	22,655
Fiscal Year 2027	\$ 21,805	650	22,455	735	23,190

Please note that any additional services requested by the District during the audit period shall be negotiated at the stated hourly rates per year as noted in the following schedules.

## Exhibit III – Schedule of Fees By Hours

### Coachella Valley Mosquito and Vector Control District Fiscal Year 2023

#### Breakdown of Fees by Hours

<b>Fiscal Year 2023 Audit of:</b>	<b>Hours</b>	<b>Hourly Rates</b>	<b>Total</b>
District's Annual Comprehensive Financial Report (ACFR)			
Partner - Engagement & Technical	25	\$ 165	\$ 4,125
Manager/Supervisor	60	135	8,100
Staff	80	95	7,600
<b>Total Financial Statement Audit for 2023</b>	165		19,825
<b>Out-of-Pocket Expenses (Travel, Mileage, Printing, etc.)</b>			550
<b>Total Maximum for 2023</b>			\$ 20,375
<b>Other Items Asked to be Priced by the District:</b>			
Preparation of the Annual Financial Transactions Report	5	135	675
<b>Total All-Inclusive Maximum fee for 2023</b>	170		\$ 21,050

### Coachella Valley Mosquito and Vector Control District Fiscal Year 2024

#### Breakdown of Fees by Hours

<b>Fiscal Year 2024 Audit of:</b>	<b>Hours</b>	<b>Hourly Rates</b>	<b>Total</b>
District's Annual Comprehensive Financial Report (ACFR)			
Partner - Engagement & Technical	25	\$ 168	\$ 4,200
Manager/Supervisor	60	138	8,280
Staff	80	98	7,840
<b>Total Financial Statement Audit for 2024</b>	165		20,320
<b>Out-of-Pocket Expenses (Travel, Mileage, Printing, etc.)</b>			575
<b>Total Maximum for 2024</b>			\$ 20,895
<b>Other Items Asked to be Priced by the District:</b>			
Preparation of the Annual Financial Transactions Report	5	138	690
<b>Total All-Inclusive Maximum fee for 2024</b>	170		\$ 21,585



## Exhibit III – Schedule of Fees By Hours

### Coachella Valley Mosquito and Vector Control District Fiscal Year 2025

#### Breakdown of Fees by Hours

Fiscal Year 2025 Audit of:	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Annual Comprehensive Financial Report (ACFR)			
Partner - Engagement & Technical	25	\$ 171	\$ 4,275
Manager/Supervisor	60	141	8,460
Staff	80	101	8,080
<b>Total Financial Statement Audit for 2025</b>	165		20,815
Out-of-Pocket Expenses (Travel, Mileage, Printing, etc.)			600
<b>Total Maximum for 2025</b>			\$ 21,415
<b>Other Items Asked to be Priced by the District:</b>			
Preparation of the Annual Financial Transactions Report	5	141	705
<b>Total All-Inclusive Maximum fee for 2025</b>	170		\$ 22,120

### Coachella Valley Mosquito and Vector Control District OPTIONAL YEAR - Fiscal Year 2026

#### Breakdown of Fees by Hours

Fiscal Year 2026 Audit of:	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Annual Comprehensive Financial Report (ACFR)			
Partner - Engagement & Technical	25	\$ 174	\$ 4,350
Manager/Supervisor	60	144	8,640
Staff	80	104	8,320
<b>Total Financial Statement Audit for 2026</b>	165		21,310
Out-of-Pocket Expenses (Travel, Mileage, Printing, etc.)			625
<b>Total Maximum for 2026</b>			\$ 21,935
<b>Other Items Asked to be Priced by the District:</b>			
Preparation of the Annual Financial Transactions Report	5	144	720
<b>Total All-Inclusive Maximum fee for 2026</b>	170		\$ 22,655

## Exhibit III – Schedule of Fees By Hours

**Coachella Valley Mosquito and Vector Control District  
OPTIONAL YEAR - Fiscal Year 2027**

**Breakdown of Fees by Hours**

<b>Fiscal Year 2027 Audit of:</b>	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
District's Annual Comprehensive Financial Report (ACFR)			
Partner - Engagement & Technical	25	\$ 177	\$ 4,425
Manager/Supervisor	60	147	8,820
Staff	80	107	8,560
<b>Total Financial Statement Audit for 2027</b>	<u>165</u>		<u>21,805</u>
Out-of-Pocket Expenses (Travel, Mileage, Printing, etc.)			<u>650</u>
<b>Total Maximum for 2027</b>			\$ 22,455
<b>Other Items Asked to be Priced by the District:</b>			
Preparation of the Annual Financial Transactions Report	5	147	735
<b>Total All-Inclusive Maximum fee for 2027</b>	<u>170</u>		<u>\$ 23,190</u>



*Serving Public Health Since 1928*

# **COMMITTEE AND TRUSTEE REPORTS**

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting**  
**DRAFT - Minutes**

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**TIME** 4:30 p.m. **DATE:** ~~February~~ March 14, 2023

**LOCATION:** 43420 Trader Place Indio, CA 92201 and via Zoom

**COMMITTEE MEMBERS PRESENT:**

Indian Wells            Clive Weightman, Board Treasurer  
Palm Desert            Doug Walker, Trustee

**COMMITTEE MEMBERS ABSENT:**

County at Large        Bito Larson, Trustee

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Jennifer Henke, Laboratory Manager  
Abby Torres, Accounting Technician I  
Melissa Tallion, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

Yes

**Tasks and Ownership**

<b>Task</b>	<b>Owner(s)</b>	<b>Report Back (Finance Committee)</b>
Confirm quorum (Trustee Larson and/or President Pena on May 9 <sup>th</sup> , 3:30 p.m. Finance Committee Meeting	<b>Melissa</b>	<b>April 11<sup>th</sup></b>

**1. Call to Order**

*Treasurer Weightman called the meeting to order at 4:30 p.m.*

**2. Roll Call**

*Roll call indicated two (2) of the three (3) Committee members were present.*



### **3. Confirmation of Agenda**

*The agenda was confirmed as presented.*

### **4. Public Comments**

*None*

### **5. Items of General Consent**

- A. Approval of Minutes from February 14, 2023, Finance Committee Meeting

*On a motion from Trustee Walker, seconded by Treasurer Weightman, and passed by the following roll call votes, the Committee approved the minutes from February 14, 2023.*

*Ayes: Treasurer Weightman, Trustee Walker*

*Noes: None*

*Abstained: None*

*Absent: Trustee Larson*

### **6. Discussion, Review, and/or Update**

- A. Review of Check Report from Abila MIP for the period of February 9, 2023, to March 8, 2023  
*The check report was reviewed by the Committee and staff. A discussion ensued regarding checks that needed further explanation. Staff answered the questions to satisfy the Committee.*
- B. CalCard Charges (Abila report & Microix Workflow Report) – Statement dated February 24, 2023  
*The CalCard monthly statement was reviewed by the Committee. Staff provided more information regarding specific charges to satisfy the Committee.*
- C. Review of February 2023 Financials and Treasurers Report  
*The Committee and staff reviewed the Financials and Treasurers report. David I'Anson found three expenses that needed to be reclassified to be expensed out of different departments. The District is showing a favorable net income.*

### **7. Old Business**

- A. 2023 Finance Committee Items  
*David reviewed the staff report and will continue to update the Finance Committee at each meeting. An RFP will be issued for a new auditor contract. The top three candidates will be brought to the May Finance Committee meeting for their input and/or recommendation. David mentioned he updated the Goldman Sachs CD. Treasurer Weightman asked to have the job code/cost center for the District's Drone program added to the Staff report.*
- B. Budget Calendar  
*The budget calendar was reviewed.*

### **8. New Business**

- A. Review of finance-related items on the Board agenda  
*The Committee reviewed the Board meeting agenda.*

**9. Schedule Next Meeting**

*The next Finance Committee meeting was scheduled for April 11, 2023, at 1:00 p.m. to review the draft budget. Melissa will confirm attendance for the May 9<sup>th</sup> Finance Committee and Budget workshop meeting.*

**10. Trustee and/or Staff Comments/Future Agenda Items**

*None*

**11. Adjournment**

*Treasurer Weightman adjourned the meeting at 5:09 p.m.*

DRAFT

**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting**  
**DRAFT - Minutes**

---

**TIME** 1:00 p.m. **DATE:** April 11, 2023

**LOCATION:** 43420 Trader Place Indio, CA 92201

**COMMITTEE MEMBERS PRESENT:**

Indian Wells            Clive Weightman, Board Treasurer  
Palm Desert            Doug Walker, Trustee  
County at Large        Bitto Larson, Trustee

**COMMITTEE MEMBERS ABSENT:**

None

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Melissa Tallion, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

No

**Tasks and Ownership**

<b>Task</b>	<b>Owner(s)</b>	<b>Report Back (Finance Committee)</b>
Presentation by J. Henke or Verily about SIT	<b>Jeremy</b>	<b>May 2, 2023</b>
Potential SIT workshop	<b>Jeremy/Jennifer</b>	<b>May/June</b>
The next draft of the Budget will include the IT cost center	<b>David</b>	<b>May 2, 2023</b>
Talk to other agencies about their experience with the Vendor for our Technology Master Planning	<b>David/Jeremy</b>	<b>May 2, 2023</b>
Look into other options for pension pre-funding	<b>David</b>	<b>May 2, 2023</b>

**1. Call to Order**

*Treasurer Weightman called the meeting to order at 1:03 p.m.*

## **2. Roll Call**

*Roll call indicated all three (3) Committee members were present.*

## **3. Confirmation of Agenda**

*Treasurer Weightman inquired if there were any agenda items to be shifted. Upon no objections from the Committee, the agenda was confirmed as presented.*

## **4. Public Comments**

*None*

## **5. Items Overview/Discussion of the DRAFT FY 2023-2024 Budget** — Clive Weightman, Treasurer, David l'Anson, Administrative Finance Manager, and Jeremy Wittie, M.S., CSDM, General Manager

*The budget summary document was reviewed along with revenue and expenditure assumptions. Discussions included creating a monthly report by cost center for the Committee to review. The Committee and staff discussed the increase to the Control budget to include money allocated for the Sterile Insect Technique vendor. The Committee would like to have Jennifer Henke, Laboratory Manager, and/or the vendor bring more information to an upcoming meeting. The Committee and staff also discussed the additional funds added to the IT budget for a Technology Master Plan and asked David l'Anson to reach out to other agencies who have used the proposed vendor for their thoughts and/or recommendations of the vendor.*

## **6. Trustee and/or Staff Comments/Future Agenda Items**

*The Committee thanked the staff for putting together the budget. Treasurer Weightman reminded the Committee about the next Finance Committee meeting scheduled for May 2<sup>nd</sup> at 1:00 p.m.*

## **7. Adjournment**

*Treasurer Weightman adjourned the meeting at 2:52 p.m.*



**COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

**Finance Committee Meeting**  
**DRAFT - Minutes**

---

**TIME** 1:00 p.m. **DATE:** May 2, 2023

**LOCATION:** 43420 Trader Place Indio, CA 92201

**COMMITTEE MEMBERS PRESENT:**

Indian Wells            Clive Weightman, Board Treasurer  
Palm Desert            Doug Walker, Trustee  
County at Large        Bito Larson, Trustee

**COMMITTEE MEMBERS ABSENT:**

None

**OTHER TRUSTEES PRESENT:**

None

**STAFF PRESENT:**

Jeremy Wittie, General Manager  
David l'Anson, Administrative Finance Manager  
Jennifer Henke, Laboratory Manager  
Melissa Tallion, Executive Assistant/Clerk of the Board

**MEMBERS OF THE PUBLIC PRESENT:**

No

**Tasks and Ownership**

<b>Task</b>	<b>Owner(s)</b>	<b>Report Back (Finance Committee)</b>
SIT Workshop	Melissa/Jeremy	June

**1. Call to Order**

*Treasurer Weightman called the meeting to order at 1:02 p.m.*

**2. Roll Call**

*Roll Call indicated that all three (3) Committee Members were present.*

### 3. Confirmation of Agenda

*Treasurer Weightman inquired if any agenda items needed to be shifted. Upon no objections from the Committee, the agenda was confirmed as presented.*

### 4. Public Comments

*None*

### 5. Old Business

A. Discussion: Sterile Insect Technique FY 2023-2024 Budget Proposal — **Jennifer A. Henke, M.S., Laboratory Manager**

*Jennifer Henke, Laboratory Manager introduced this agenda item and provided the Committee with background information. The Committee had a good discussion about the SIT budget item. Discussed the pros and cons of the project. The Committee asked staff to schedule a workshop before the June 13, 2023 board meeting to discuss this project with the entire Board of Trustees.*

B. Discussion and Review of the DRAFT FY 2023-2024 Budget — **Clive Weightman, Treasurer, David l'Anson, Administrative Finance Manager, and Jeremy Wittie, M.S., CSDM, General Manager**

*Jeremy Wittie, General Manager mentioned a few items in the budget that had been revised including the IT department budget, the District's UAS program now has a dedicated department, and the utility expenses have been increased to allow for inflation. Jeremy also discussed the proposed legal fee changes to the SBEMP agreement which will be discussed during the May 9, 2023 Board meeting. The Committee would like to have each department manager highlight their budget increases. These will be highlighted in the General Manager report.*

### 6. Trustee and/or Staff Comments/Future Agenda Items

### 7. Adjournment

*Treasurer Weightman adjourned the meeting at 3:00 p.m.*