



**BOARD OF TRUSTEES
BUDGET COMMITTEE
MONDAY, JULY 11, 2022
AGENDA
6:00 PM**

THIS MEETING WILL BE HELD VIA TELECONFERENCE/ZOOM

To join the meeting please follow the instruction below:

Access via the following link:

<https://us06web.zoom.us/j/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

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Meeting ID: 940 9516 2206

Passcode: 866980

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This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding and agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President MICHAEL KRIEG Oakley • Vice President PERRY CARLSTON Concord • Secretary DANIEL PELLEGRINI Martinez
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El Cerrito Vacant • Hercules DAMIAN WONG • Lafayette JAMES FITZSIMMONS • Moraga JAMES FRANKENFIELD • Orinda KEVIN MARKER • Pinole WARREN CLAYTON
Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill JENNIFER HOGAN • Richmond Vacant • San Ramon PETER PAY • San Pablo Vacant • Walnut Creek JAMES MURRAY

AGENDA

1. CALL TO ORDER

Roll Call
Pledge of Allegiance

2. AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

4. APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON MAY 19, 2022

5. REVIEW FISCAL YEAR 2021-2022 BUDGET YEAR TO DATE

6. REVIEW PROPOSED BUDGET FOR FISCAL YEAR 2022-2023

7. BOARD AND STAFF ANNOUNCEMENTS

8. ADJOURNMENT

I hereby certify that the District Board of Trustees Budget Committee Meeting Agenda was posted 10 days before the noted meeting.

Natalie Martini, Administrative Analyst II

7/01/2022

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JULY 11, 2022 BUDGET COMMITTEE MEETING REPORT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE SPECIAL MEETING HELD ON MAY 19, 2022 (Pages 4-5)** – Minutes from Budget Committee meeting held on May 19, 2022 were attached.
5. **REVIEW FISCAL YEAR 2021-2022 BUDGET YEAR TO DATE (Pages 6-9)** - General Manager Macedo will present the status of the District budget through May 31, 2022.
6. **REVIEW PROPOSED BUDGET FOR FISCAL YEAR 2022-2023 (Pages 6-9)** – General Manager Macedo will present the proposed budget for FY 2022-2023 and highlight the changes made to it since the May meeting.
- 7, 8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

BUDGET COMMITTEE MEETING
MINUTES

A Budget Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Thursday, May 19, 2022, via teleconference.

TRUSTEES PRESENT Peter Pay, Chair
 Richard Ainsley
 Chris Cowen
 James Frankenfield
 Michael Krieg
 Kevin Marker
 Jim Murray
 Darryl Young

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Natalie Martini, Administrative Analyst II

1. **CALL TO ORDER** - Budget Committee Chair Pay called the meeting to order at 5:00 p.m. Roll Call indicated that 8 Trustees were present and none were absent.
2. **AGENDA MANAGEMENT** – Agenda was adopted by rule.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None.
4. **APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETING HELD ON JUNE 14, 2021**

** Motion was made by Trustee Murray and seconded by Trustee Marker to approve the minutes from the Budget Committee held on June 14, 2021. *Ayes: Ainsley, Cowen, Krieg, Marker, Murray, Pay, Young. Noes: None. Abstain: Frankenfield. Motion passed.*

5. **REVIEW DISTRICT RESERVES AND REVENUE SOURCES** - General Manager Macedo presented the District’s recent history of expenses versus revenues and reserves with the Local Agency Investment Fund (LAIF), and property tax and benefit assessment revenue streams.
6. **REVIEW FISCAL YEAR 2021-2022 BUDGET YEAR TO DATE** - General Manager Macedo presented the status of the District budget through April 30, 2022, and noted any trends or areas of concern against the budget adopted by the Board of Trustees for Fiscal Year 2020-2021.

7. **REVIEW FACILITY RENOVATION AND EXPANSION, CAPITAL UPDATE -**
General Manager Macedo reviewed updates on the building remodel and plan with the committee and the committee discussed timelines.
8. **REVIEW FIXED ASSET, PROGRAM DEVELOPMENT, AND ONE TIME REQUEST RECOMMENDATIONS FOR FISCAL YEAR 2022-2023 -** General Manager Macedo reviewed with the committee the fixed assets requested by staff and proposed by management for approval for Fiscal Year 2022-2023.
9. **REVIEW INITIAL PROPOSED BUDGET FOR FISCAL YEAR 2022-2023, DISCUSS CPI AND COST OF LIVING ADJUSTMENTS -** General Manager Macedo presented the CPI and provided options for COLA and the fiscal impacts for each scenario. The committee discussed and agreed that no changes to the methodology used should be proposed to the Board at this time.
10. **REVIEW DISTRICT LONG RANGE FINANCIAL FORECAST USING APPROVED METHODOLOGY -** Committee discussed and reviewed the long-range forecast.
11. **BOARD AND STAFF ANNOUNCEMENTS -** None
12. **ADJOURNMENT –** 6:58 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Budget Committee held on July 11, 2022.

Peter Pay, 2022 Chair Budget Committee

**Contra Costa Mosquito and Vector Control District
FY22 Budget Year & Initial Proposal for FY 23**

(July 1 2022 - June 30 2023)

Board Packet

83% of the Year
completed

ACCOUNT	FY 21-22	FY 21-22	FY 22-23	YTD FY 21-22	Adopted FY 21-22	Proposed FY 22-23	Proposed FY 22-23
	<i>As of 5/31/22</i>	Adopted Budget	<i>Proposed</i>	VS Adopted	VS FY 21-22 \$	VS Adopted FY 21-22 %	Adopted FY 21-22 \$
Personnel Costs							
Payroll & OT	3,248,635	3,835,140	3,925,348	84.7%	586,505	2.35%	90,208
Retirement	1,357,846	1,357,846	1,341,013	100.0%	0	-1.24%	(16,833)
600120 OASDI	189,632	249,284	235,521	76.1%	59,653	-5.52%	(13,763)
600125 Medicare	45,556	55,610	52,992	81.9%	10,053	-4.71%	(2,617)
Fringe Benefits (Health 83%, Dental, Vision, etc)	519,702	599,415	585,745	86.7%	79,713	-2.28%	(13,670)
600160 Unemployment	16,486	21,168	25,900	77.9%	4,681	22.36%	4,732
600150 Disability Ins	11,838	12,482	13,614	94.8%	644	9.07%	1,132
Other Post Employment Benefits	215,000	215,000	215,000	100.0%	0	0.00%	-
600146 District Paid Health Retiree Cost & Fees	66,470	94,741	143,000	0.0%	28,271	0.00%	48,259
Subtotal Personnel Costs	5,671,165	6,440,686	6,538,133	88.1%	769,520	1.51%	97,447
Professional Services							
500101 Auditing Services	22,410	19,000	25,000	117.9%	(3,410)	31.58%	6,000
500102 Building and Grounds Maintenance & Repairs Major > \$10,000	0	0	0	0.0%	0	0.00%	-
500103 Building and Grounds Maintenance & Repairs Minor < \$10,000	3,750	25,000	25,000	15.0%	21,250	0.00%	-
500104 Consulting - General	43,310	150,000	90,000	28.9%	106,690	-40.00%	(60,000)
500106 Engineers Report	9,100	10,000	9,100	91.0%	900	-9.00%	(900)
500107 Janitorial Services	18,500	21,500	21,500	86.0%	3,000	0.00%	-
500108 Labor Consultant IEDA	5,337	12,000	0	44.5%	6,664	-100.00%	(12,000)
500109 Landscaping Services	5,415	6,500	6,400	83.3%	1,085	-1.54%	(100)
500110 Legal - Counsel General	12,738	18,000	18,000	70.8%	5,262	0.00%	-
500111 Legal - Counsel Labor	168,773	55,000	150,000	306.9%	(113,773)	172.73%	95,000
500112 Legal - Settlements	0	0	0	0.0%	-	0.00%	-
500113 Medical Services - General	3,199	250	600	1279.8%	(2,949)	140.00%	350
500114 Medical Services - Pre-Employment	299	600	1,000	49.8%	302	66.67%	400
500115 Permits & Fees	492	15,000	15,000	3.3%	14,509	0.00%	-
500116 Security Service	38,926	36,000	36,000	108.1%	(2,926)	0.00%	-
500117 Temporary Personnel Office	-	0	0	0.0%	-	0.00%	-
Subtotal Professional Services	332,248	368,850	397,600	90.1%	36,602	7.79%	28,750
Public Affairs							
501001 Community Event Registration Fees	45	1,500	1,000	3.0%	1,455	-33.33%	(500)
501002 Marketing - Advertisement Online	16,000	36,000	35,000	44.4%	20,000	-2.78%	(1,000)
501003 Marketing - Advertisement Print	31,160	35,000	40,000	89.0%	3,840	14.29%	5,000
501004 Marketing - Branded Collateral	260	1,000	1,000	26.0%	740	0.00%	-
501005 Marketing - Brochures	1,915	5,500	2,500	34.8%	3,585	-54.55%	(3,000)
501006 Marketing - Business Cards	114	500	500	22.8%	386	0.00%	-
501007 Marketing - Design	612	1,000	1,000	61.2%	388	0.00%	-
501008 Marketing - Displays	123	6,000	6,000	2.0%	5,877	0.00%	-
501009 Marketing - Door Hangers	0	1,000	1,000	0.0%	1,000	0.00%	-
501010 Marketing - Website Development & Maintenance	0	500	20,000	0.0%	500	3900.00%	19,500
Subtotal Public Affairs	50,229	88,000	108,000	57.1%	37,771	22.73%	20,000
Operation and Facilities							
502000 Aerial Services	3,532	20,000	10,000	17.7%	16,468	-50.00%	(10,000)

**Contra Costa Mosquito and Vector Control District
FY22 Budget Year & Initial Proposal for FY 23**

(July 1 2022 - June 30 2023)

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	FY 21-22 <i>As of 5/31/22</i>	FY 21-22 Adopted Budget	FY 22-23 <i>Proposed</i>	YTD FY 21-22 VS Adopted	Adopted FY 21-22 VS FY 21-22 \$	Proposed FY 22-23 VS Adopted FY 21-22 %	Proposed FY 22-23 Adopted FY 21-22 \$
502001 Automotive - Gasoline	53,529	65,000	80,000	82.4%	11,471	23.08%	15,000
502002 Automotive - Repairs	63,279	30,000	65,000	210.9%	(33,279)	116.67%	35,000
502003 Automotive - Services	7,181	10,000	15,000	71.8%	2,819	50.00%	5,000
502004 Automotive - Supplies	9,547	8,000	8,000	119.3%	(1,547)	0.00%	-
502005 Building & Grounds Materials / Supplies	8,357	8,500	8,500	98.3%	143	0.00%	-
502006 Building Engineering	0	400,000	200,000	0.0%	400,000	-50.00%	(200,000)
502007 Control Materials - Mosquito Adulticiding	0	10,000	10,000	0.0%	10,000	0.00%	-
502008 Control Materials - Mosquito Larviciding	121,726	100,000	90,000	121.7%	(21,726)	-10.00%	(10,000)
502009 Control Materials - Other	770	0	0	0.0%	0	0.00%	-
502010 Control Materials - Vertebrate	5,069	10,000	10,000	50.7%	4,931	0.00%	(0)
502011 Control Materials - Yellowjacket & Bees	2,169	2,500	3,000	86.7%	331	20.00%	500
502012 Equipment Rental	0	1,000	1,000	0.0%	1,000	0.00%	-
502013 Equipment Repair	15,417	20,000	15,000	77.1%	4,583	-25.00%	(5,000)
502014 Equipment Service	251	5,000	3,000	5.0%	4,749	-40.00%	(2,000)
502015 Equipment Small	3,046	33,967	10,000	9.0%	30,920	-70.56%	(23,967)
502016 Safety & PPE	7,972	22,900	15,000	34.8%	14,928	-34.50%	(7,900)
502017 Safety Boots	2,265	1,250	2,500	181.2%	(1,015)	100.00%	1,250
502018 Source Reduction/Wetlands	0	1,000	1,000	0.0%	1,000	0.00%	-
502019 Tools & Instruments	1,369	5,000	2,500	27.4%	3,631	-50.00%	(2,500)
502020 Uniform Professional Branded Wear	631	4,000	2,500	15.8%	3,369	-37.50%	(1,500)
502021 Uniform Rental	13,800	16,500	13,000	83.6%	2,700	-21.21%	(3,500)
502022 Boat Berth Fee	0	2,500	0	0.0%	2,500	-100.00%	(2,500)
Subtotal Operation and Facilities	319,910	777,117	565,000	41.2%	457,207	-27.30%	(212,117)
Lab Services							
503001 Aquaculture	1,660	2,300	2,000	72.2%	640	-13.04%	(300)
503002 General Lab Supplies & Materials	3,231	4,000	3,500	80.8%	769	-12.50%	(500)
503003 Insectary	119	1,000	1,000	11.9%	881	0.00%	-
503004 Lab Equipment	4,781	6,771	6,771	70.6%	1,990	0.00%	-
503005 Lab Testing	10,472	18,000	18,000	58.2%	7,528	0.00%	-
503006 Pesticide Testing	0	1,500	1,500	0.0%	1,500	0.00%	-
503007 Sentinel Bird	1,065	1,000	1,100	106.5%	(65)	10.00%	100
503008 Surveillance	13,675	10,850	14,000	126.0%	(2,825)	29.03%	3,150
Subtotal Lab Services	35,002	45,421	47,871	77.1%	10,419	5.39%	2,450
Information & Technology							
504000 Computer Equipment Supplies < \$100	1,268	4,000	4,000	31.7%	2,732	0.00%	-
504001 Computer Equipment Supplies > \$100 < \$500	2,070	10,000	7,000	20.7%	7,931	-30.00%	(3,000)
504002 Computer Equipment Supplies > \$500	2,128	15,000	8,000	14.2%	12,872	-46.67%	(7,000)
504003 Computer Services	0	0	0	0.0%	0	0.00%	-
504004 GPS Tracking	6,015	7,200	6,700	83.5%	1,185	-6.94%	(500)
504005 I.T Subscriptions	25,518	29,000	40,000	88.0%	3,482	37.93%	11,000
504006 Phone	4,906	8,500	5,000	57.7%	3,594	-41.18%	(3,500)
504007 Phone Accessories	1,663	1,000	1,500	166.3%	(663)	50.00%	500
504008 Printing Supplies	2,257	6,500	6,000	34.7%	4,243	-7.69%	(500)

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504009 Software	69,121	125,000	75,000	55.3%	55,879	-40.00%	(50,000)
Subtotal Information & Technology	114,944	206,200	153,200	55.7%	91,256	-25.70%	(53,000)
General Office Administration							
505000 Assessments & County Fees	339,640	365,000	225,000	93.1%	25,360	-38.36%	(140,000)
505001 Bond - Interest	0	0	0	0.0%	0	0.00%	-
505002 Bond - Principal	0	0	0	0.0%	0	0.00%	-
505003 District Membership & Subscription Dues	25,736	25,000	28,000	102.9%	(736)	12.00%	3,000
505004 Employee - Development	2,413	6,500	5,000	37.1%	4,087	-23.08%	(1,500)
505005 Employee - Lodging	2,982	10,000	15,000	29.8%	7,018	50.00%	5,000
505006 Employee - Meal	1,018	5,000	8,000	20.4%	3,983	60.00%	3,000
505007 Employee - Memberships	430	10,000	7,000	4.3%	9,570	-30.00%	(3,000)
505008 Employee - Training	16,977	25,000	32,000	67.9%	8,023	28.00%	7,000
505009 Employee - Travel	384	10,000	12,000	3.8%	9,616	20.00%	2,000
505010 Financial Services Fees	3,946	4,500	4,500	87.7%	554	0.00%	-
505011 Insurance - Auto Physical Damage	2,745	2,745	2,745	100.0%	0	0.00%	-
505012 Insurance - Crime & Weapons	1,320	1,320	1,546	100.0%	0	17.12%	226
505013 Insurance - General	6,208	6,936	7,699	89.5%	728	11.00%	763
505014 Insurance - Liability	141,389	133,907	157,223	105.6%	(7,482)	17.41%	23,316
505015 Insurance - Property	11,394	11,729	14,783	97.1%	335	26.04%	3,054
505016 Insurance - UAS	0	0	0	0.0%	0	0.00%	-
505017 Insurance - Workers Comp	184,221	184,174	204,433	100.0%	(47)	11.00%	20,259
505018 Office Furniture	4,894	25,000	12,000	19.6%	20,106	-52.00%	(13,000)
505019 Office Keys & Locks	1,163	1,000	1,000	116.3%	(163)	0.00%	-
505020 Office Supplies - General	4,649	6,000	6,000	77.5%	1,351	0.00%	-
505021 Office Supplies - Janitorial	1,432	2,500	2,200	57.3%	1,068	-12.00%	(300)
505022 Office Supplies - Kitchen	943	2,500	1,000	37.7%	1,557	-60.00%	(1,500)
505023 Postage	3,354	4,500	4,000	74.5%	1,146	-11.11%	(500)
505024 Research	0	20,000	0	0.0%	20,000	-100.00%	(20,000)
505025 Safety Program - Incentive	0	4,500	2,500	0.0%	4,500	-44.44%	(2,000)
505026 Safety Program - Tangible Materials	0	2,500	2,500	0.0%	2,500	0.00%	-
505027 Service & Leasing Contracts	9,600	2,800	4,000	342.9%	(6,800)	42.86%	1,200
505028 Trustee - Expense General	0	1,000	1,000	0.0%	1,000	0.00%	-
505029 Trustee - Lodging	3,187	4,500	4,500	70.8%	1,313	0.00%	-
505030 Trustee - Meal	425	1,000	2,500	42.5%	575	150.00%	1,500
505031 Trustee - Mileage	234	300	500	78.0%	66	66.67%	200
505032 Trustee - Training	2,665	4,000	10,000	66.6%	1,335	150.00%	6,000
505033 Trustee - Travel	214	5,000	5,000	4.3%	4,786	0.00%	-
505034 Uncategorized Expenses	0	0	0	0.0%	0	0.00%	-
505035 Utilities Cell Phone	18,660	31,200	23,500	59.8%	12,540	-24.68%	(7,700)
505036 Utilities Electric	36,769	30,000	36,000	122.6%	(6,769)	20.00%	6,000
505037 Utilities Garbage	6,846	7,000	7,600	97.8%	154	8.57%	600
505038 Utilities Gas	8,823	10,000	11,000	88.2%	1,177	10.00%	1,000
505039 Utilities Internet	6,645	8,000	18,000	83.1%	1,355	125.00%	10,000
505040 Utilities Landline	3,991	13,200	13,200	30.2%	9,209	0.00%	-

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505041 Utilities Water	2,945	6,000	6,000	49.1%	3,055	0.00%	-	
505042 Water - Drinking	2,351	2,600	3,500	90.4%	249	34.62%	900	
505043 Utilities Sewer:General	1,402	2,200	2,200	63.7%	798	0.00%	-	
505044 Employment Advertisements	225	1,200	1,500	18.8%	975	25.00%	300	
Subtotal General Office Administration	862,219	1,000,311	906,129	86.2%	138,092	-9.42%	(94,182)	
Capital								
Land								
700101 Structures and Improvements	0	2,500,000	0	**	0.0%	2,500,000	-100.00%	(2,500,000)
700102 Vehicles	51,842	186,000	203,000	27.9%	134,158	9.14%	17,000	
700103 Heavy Equipment	0	74,000	85,000	0.0%	74,000	14.86%	11,000	
Subtotal Capital	51,842	2,760,000	288,000	1.9%	2,708,158	-89.6%	(2,472,000)	
Total Expenditures	7,437,559	11,686,584	9,003,933			-23.0%	(2,682,651)	
Revenues								
Property Taxes	6,107,135	6,538,745	6,801,654	93.4%	431,610	4.02%	262,909	
400155 Benefit Assessment	1,971,003	2,073,724	2,080,111	95.0%	102,721	0.31%	6,387	
400160 Contract Billing	21,693	50,000	51,000	43.4%	28,307	2.00%	1,000	
400100 Interest Income (LAIF)	28,405	51,265	52,291	55.4%	22,860	2.00%	1,025	
400170 Medical Reimbursement (PARS)	0	82,000	0	0.0%	82,000	-100.00%	(82,000)	
400185 Fixed Asset Disposal	5,650	30,600	20,000	18.5%	24,950	-34.64%	(10,600)	
Miscellaneous	20,486	66,300	25,000	30.9%	45,814	-62.29%	(41,300)	
400205 Grant Funds:General	0	0	0	0.0%	0	0.00%	-	
Subtotal Revenue	8,154,372	8,892,634	9,030,056	91.7%	738,263	1.55%	137,422	
Estimate Ending Balance	716,812	-2,793,950	26,123					

Designated Reserves POLICY FY 22 (July 21 - Jun 22)	
Bond Reserve	0
Public Health Emergency	2,500,000
Capital Improvement	2,386,610
Emergency Reconstruction Response	500,000
Operations	4,501,967
Vehicle & Equipment Replacement	150,000
IT Equipment Replacement	200,000
	10,238,577