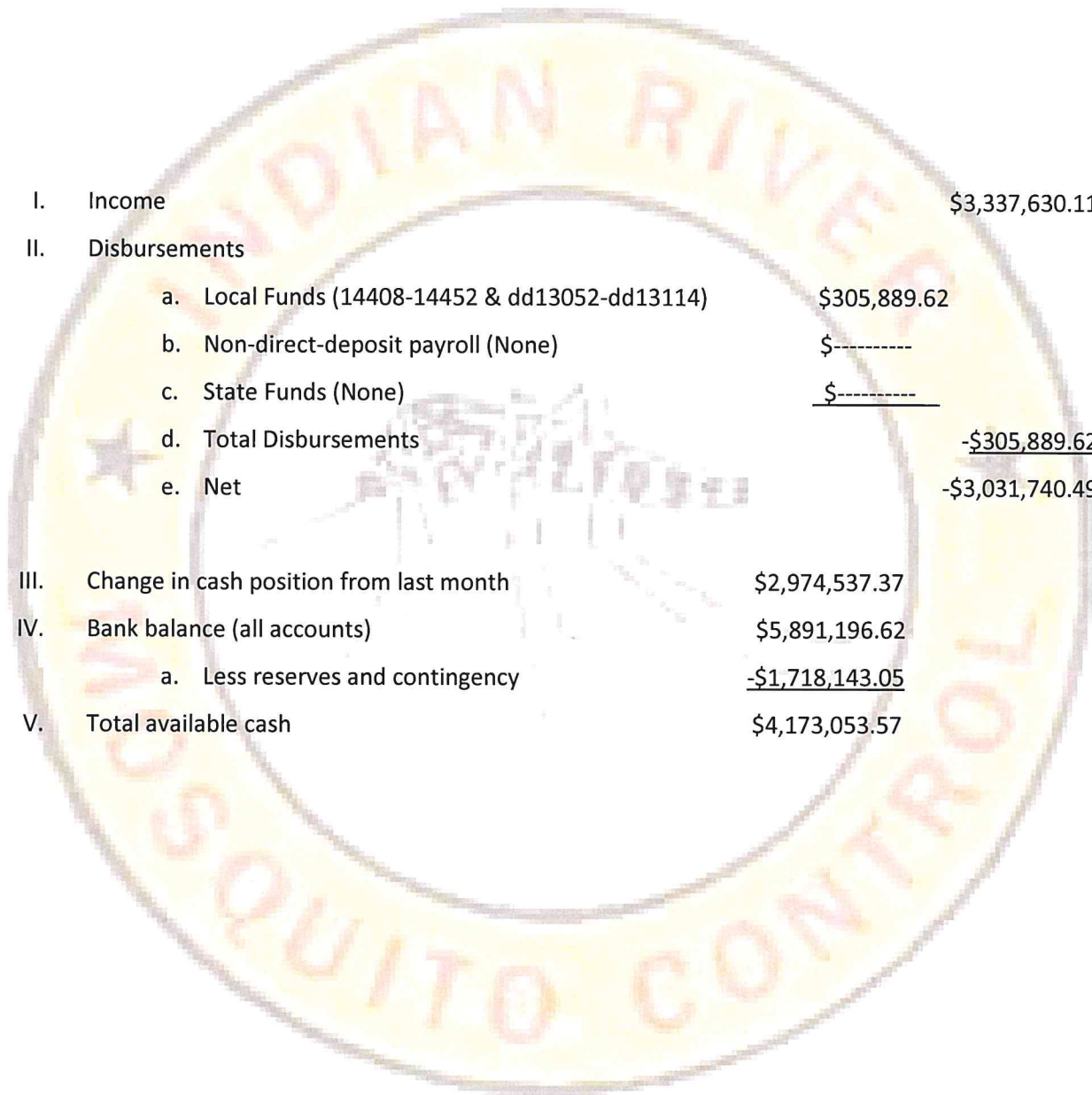


INDIAN RIVER MOSQUITO CONTROL DISTRICT
 Financial Report
 for
 November 1 – November 30, 2022

I.	Income		\$3,337,630.11
II.	Disbursements		
	a. Local Funds (14408-14452 & dd13052-dd13114)	\$305,889.62	
	b. Non-direct-deposit payroll (None)	\$-----	
	c. State Funds (None)	<u>\$-----</u>	
	d. Total Disbursements		<u>-\$305,889.62</u>
	e. Net		-\$3,031,740.49
III.	Change in cash position from last month	\$2,974,537.37	
IV.	Bank balance (all accounts)	\$5,891,196.62	
	a. Less reserves and contingency	<u>-\$1,718,143.05</u>	
V.	Total available cash	\$4,173,053.57	



IRMCD

Monthly Board Disbursement Report

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
1050 Seacoast Oper-4941 & 9831					
Liability Check	11/09/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/07/2022	-48,333.21
Liability Check	11/22/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/21/2022	-48,798.63
Liability Check	11/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/22/2022	-390.00
Liability Check	11/10/2022		IRMCD-FICA,SS,Med	59-6001309	-16,839.62
Liability Check	11/10/2022	EFT	Child Support	0025223001	-507.39
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-1,196.72
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-520.00
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	-17,041.28
Liability Check	11/23/2022	EFT	Child Support	0025223001	-507.39
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-1,196.72
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	-520.00
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 Inv#D521904 November 2...	-2,762.24
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP#64213 Inv#2150414B November 2...	-862.06
Liability Check	11/25/2022	EFT	American Fidelity Assurance Company	SSOA#1- November 2022 Premiums	-456.32
Liability Check	11/25/2022	EFT	Texas Life Insurance Company	Acct#1037999-10001- Dec 2022 Premiu...	-810.53
Liability Check	11/25/2022	EFT	Principal Financial Group	Payer # 14087358 Inv # 4135503241, In...	-852.77
Liability Check	11/25/2022	EFT	Cintas Corporation No. 2	Acct # 2096 Inv # 967301	-359.39
Check	11/02/2022	14408	Lower's	Acct # ATL1067547 Inv # 8068013576	-52.44
Check	11/02/2022	14409	Staples Advantage	Customer # 9-18548-52001 Inv # 09380...	-217.67
Check	11/02/2022	14410	Waste Management, Inc of Florida	Inv # 18970	-1,340.00
Check	11/02/2022	14411	Complete Electric, Inc.	County Landfill Fee Acct 32-39-28-0000...	-1,457.57
Check	11/02/2022	14412	Indian River County Tax Collector	Inv # 103448	-1,919.94
Check	11/02/2022	14414	Jordan Power Equipment Corp.	Inv # 91695890	-167.67
Check	11/02/2022	14415	Finishmaster, Inc.	Inv # 21-1574	-27,895.50
Check	11/02/2022	14416	Adams and Rubin Fence Inc	Inv # 10131/2022	-4,012.07
Check	11/02/2022	14417	Board of County Commissioners	Invoice # P13615	-4,248.86
Check	11/02/2022	14418	Security 101	Acct # 178301	-69.96
Check	11/08/2022	14419	Indian River County Landfill	Inv # 41046237	-199.23
Check	11/09/2022	14420	CIT-Copier Contract	Inv # 17475847 - Client No. 72-01447.000	-1,000.00
Check	11/09/2022	14421	Carr, Riggs & Ingram LLC	Inv # 1808	-1,800.00
Check	11/09/2022	14422	Leading Edge Associates, Inc.	Acct # 2096 Inv # 920937	-148.56
Check	11/09/2022	14423	Lower's	Inv # 87670028	-60.17
Check	11/09/2022	14424	McMaster-Carr Supply Co	Acct # 1642 Closing Date 10/31/22	-1,066.10
Check	11/09/2022	14425	Cole Auto Supply	Inv # 03449-M22-APL	-4,556.36
Check	11/09/2022	14426	Thomas R. Summersill, Inc	Inv # MC23-964	-1,000.00
Check	11/09/2022	14427	Mosquito Control	Acct # 77256223930870454 - Local/lon...	-253.64
Check	11/09/2022	14428	AT&T	Acct # 1603 - Statement Closing Date 10...	-9,106.70
Check	11/09/2022	14429	MasterCard	Inv # 133132	-43,776.00
Check	11/16/2022	14430	Adapco, Inc	Acct # 823540712 Invoice # 823540712...	-759.07
Check	11/16/2022	14431	AT&T Mobility	Payer # 14087358 Inv # 4136935882, In...	-850.00
Check	11/16/2022	14432	Cintas Corporation No. 2	Acct # ATL1067547 Inv # 8068185436	-412.09
Check	11/16/2022	14433	Staples Advantage	Acct # 333036 Inv# 0005044203	-64.98
Check	11/16/2022	14434	Treasure Coast Newspapers	Inv # 347	-2,500.00
Check	11/16/2022	14435	FL Association of Special Districts	Inv # 324924	-8.68
Check	11/16/2022	14436	Vero Chemical Distributors Inc	Inv # 108398	-2,460.00
Check	11/16/2022	14437	Complete Electric, Inc.	Inv # 62733	-80.46
Check	11/16/2022	14438	Grove Welders, Inc	Inv # JDR-149631	-2,350.00
Check	11/16/2022	14439	Lewis, Longman, & Walker P.A.	Cust # 0012218-062300 Bill # 11149308	-48.29
Check	11/16/2022	14440	Indian River County Utilities		

IRMCD

Monthly Board Disbursement Report

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/...	-42,428.61
Check	11/23/2022	14442	FedEx	Inv # 7-931-96140, Inv # 7-940-17894, In...	-23.73
Check	11/23/2022	14443	Jordan Power Equipment Corp.	Inv # 106655, Inv # 105323	-721.43
Check	11/23/2022	14444	MWI Pumps	Inv # VB001768	-2,679.55
Check	11/23/2022	14445	Lowe's	Acct # 2096 Inv # 967016, Inv # 967254	-542.12
Check	11/23/2022	14446	Cleaning By Mina, LLC	Inv # 54	-1,003.10
Check	11/23/2022	14447	Comcast	Acct # 8535115060598219	-330.80
Check	11/23/2022	14448	FPL	Acct # 90168-13504	-1,209.39
Check	11/23/2022	14449	Cintas Corporation No. 2	Player # 14087358 Inv # 4138165240	-425.00
Check	11/23/2022	14450	KYCOCCERA Document Solutions Southeast, LLC	Inv # 55V1299310	-451.00
Check	11/30/2022	14451	Finishmaster, Inc.	Inv # 91814961	-18.89
Check	11/30/2022	14452	Waste Management, Inc of Florida	Customer # 9-18548-52001 Inv # 09453...	-219.72
Total 1050 Seacoast Oper-4941 & 9831					-305,889.62
1060 Seacoast State Funds-5161					
Total 1060 Seacoast State Funds-5161					
TOTAL					-305,889.62

IRMCD
Monthly Board Disbursement Report
 As of November 30, 2022

Type	Date	Num	Memo	Credit
1050 Seacoast Oper-4941 & 9831				
Paycheck	11/10/2022	Nov 22		
Paycheck	11/10/2022	Nov22	Direct Deposit	
Paycheck	11/10/2022	dd13052	Direct Deposit	
Paycheck	11/10/2022	dd13053	Direct Deposit	
Paycheck	11/10/2022	dd13054	Direct Deposit	
Paycheck	11/10/2022	dd13055	Direct Deposit	
Paycheck	11/10/2022	dd13056	Direct Deposit	
Paycheck	11/10/2022	dd13057	Direct Deposit	
Paycheck	11/10/2022	dd13058	Direct Deposit	
Paycheck	11/10/2022	dd13059	Direct Deposit	
Paycheck	11/10/2022	dd13060	Direct Deposit	
Paycheck	11/10/2022	dd13061	Direct Deposit	
Paycheck	11/10/2022	dd13062	Direct Deposit	
Paycheck	11/10/2022	dd13063	Direct Deposit	
Paycheck	11/10/2022	dd13064	Direct Deposit	
Paycheck	11/10/2022	dd13065	Direct Deposit	
Paycheck	11/10/2022	dd13066	Direct Deposit	
Paycheck	11/10/2022	dd13067	Direct Deposit	
Paycheck	11/10/2022	dd13068	Direct Deposit	
Paycheck	11/10/2022	dd13069	Direct Deposit	
Paycheck	11/10/2022	dd13070	Direct Deposit	
Paycheck	11/10/2022	dd13071	Direct Deposit	
Paycheck	11/10/2022	dd13072	Direct Deposit	
Paycheck	11/10/2022	dd13073	Direct Deposit	
Paycheck	11/10/2022	dd13074	Direct Deposit	
Paycheck	11/10/2022	dd13075	Direct Deposit	
Paycheck	11/10/2022	dd13076	Direct Deposit	
Paycheck	11/10/2022	dd13077	Direct Deposit	
Paycheck	11/10/2022	dd13078	Direct Deposit	
Paycheck	11/10/2022	dd13079	Direct Deposit	
Paycheck	11/10/2022	dd13080	Direct Deposit	
Paycheck	11/10/2022	dd13081	Direct Deposit	
Paycheck	11/23/2022	dd13082	Direct Deposit	
Paycheck	11/23/2022	dd13083	Direct Deposit	
Paycheck	11/23/2022	dd13084	Direct Deposit	
Paycheck	11/23/2022	dd13085	Direct Deposit	
Paycheck	11/23/2022	dd13086	Direct Deposit	
Paycheck	11/23/2022	dd13087	Direct Deposit	
Paycheck	11/23/2022	dd13088	Direct Deposit	
Paycheck	11/23/2022	dd13089	Direct Deposit	
Paycheck	11/23/2022	dd13090	Direct Deposit	
Paycheck	11/23/2022	dd13091	Direct Deposit	
Paycheck	11/23/2022	dd13092	Direct Deposit	

IRMCD

Monthly Board Disbursement Report

As of November 30, 2022

Type	Date	Num	Memo	Credit
Paycheck	11/23/2022	dd13093	Direct Deposit	
Paycheck	11/23/2022	dd13094	Direct Deposit	
Paycheck	11/23/2022	dd13095	Direct Deposit	
Paycheck	11/23/2022	dd13096	Direct Deposit	
Paycheck	11/23/2022	dd13097	Direct Deposit	
Paycheck	11/23/2022	dd13098	Direct Deposit	
Paycheck	11/23/2022	dd13099	Direct Deposit	
Paycheck	11/23/2022	dd13100	Direct Deposit	
Paycheck	11/23/2022	dd13101	Direct Deposit	
Paycheck	11/23/2022	dd13102	Direct Deposit	
Paycheck	11/23/2022	dd13103	Direct Deposit	
Paycheck	11/23/2022	dd13104	Direct Deposit	
Paycheck	11/23/2022	dd13105	Direct Deposit	
Paycheck	11/23/2022	dd13106	Direct Deposit	
Paycheck	11/23/2022	dd13107	Direct Deposit	
Paycheck	11/23/2022	dd13108	Direct Deposit	
Paycheck	11/25/2022	dd13112	FMCA Travel Reimbursement	
Paycheck	11/25/2022	dd13113	FMCA Travel * Boot Reimbursement	
Paycheck	11/25/2022	dd13114	FCA Travel Reimbursement	
Total 1050 Seacoast Oper-4941 & 9831				0.00
1070 RBC Operating Acct				
Total 1070 RBC Operating Acct				
TOTAL				<u>0.00</u>

RMCD Custom Transaction Detail Report November 2022

Type	Date	Num	Name	Memo	Account	Amount
Check	11/02/2022	14408	Cintas Corporation No. 2	Payer # 14087358 Inv # 4135503241 Inv # 4136052778	1050 Seacoast Oper-4941 & 9831	\$852.77
Check	11/02/2022	14408	Cintas Corporation No. 2	Payer # 14087358 Inv # 4135503241 10/26/2022 Uniform Services	30.4.2 Other Prof Svcs/Uniforms	\$427.77
Check	11/02/2022	14409	Lowe's	Acct # 2096 Inv # 967301	1050 Seacoast Oper-4941 & 9831	\$359.39
Check	11/02/2022	14410	Staples Advantage	Acct # ATL1067547 Inv # 8068013576	1050 Seacoast Oper-4941 & 9831	\$52.44
Check	11/02/2022	14410	Staples Advantage	Acct # ATL1067547 Inv # 8068013576 Board book binder, Pilot pens, box 500 envelopes	51.1 Office Supplies	\$52.44
Check	11/02/2022	14411	Waste Management, Inc of Florida	Customer # 9-19548-52001 Inv # 0938059-4835-8 Customer # 13-91132-63000 Inv # 0938386-4835-5	1050 Seacoast Oper-4941 & 9831	\$217.67
Check	11/02/2022	14411	Waste Management, Inc of Florida	Customer # 9-19548-52001 Inv # 0938059-4835-8 Dumpster Weekly Service Nov 2022	43.1 Utility Services	\$136.50
Check	11/02/2022	14412	Waste Electric, Inc.	Customer # 13-91132-63000 Inv # 0938386-4835-5 Recycle Weekly Service Nov 2022	43.1 Utility Services	\$81.17
Check	11/02/2022	14412	Complete Electric, Inc.	Inv # 18970	1050 Seacoast Oper-4941 & 9831	\$1,340.00
Check	11/02/2022	14412	Complete Electric, Inc.	Inv # 18970 Complete wiring for customer installed sensors at front and rear gates & test	46.1.1 Buildings-Other	\$1,340.00
Check	11/02/2022	14413	Indian River County Tax Collector	County Landfill Fee Acct 32-39-28-00001-0120-00002/0	1050 Seacoast Oper-4941 & 9831	\$1,457.57
Check	11/02/2022	14413	Indian River County Tax Collector	County Landfill Fee Acct 32-39-28-00001-0120-00002/0 2022 Real Estate Ad Valorem Taxes and Non ...	30.1.2 Tax Collctr-Fees/Landfill	\$1,457.57
Check	11/02/2022	14414	Jordan Power Equipment Corp.	Inv # 103448	1050 Seacoast Oper-4941 & 9831	\$1,919.94
Check	11/02/2022	14414	Jordan Power Equipment Corp.	Inv # 103448 (6) Echo CS 303T chainsaws	52.5 Tools & Small Implements	\$1,919.94
Check	11/02/2022	14415	Finishmaster, Inc.	Inv # 91695890	1050 Seacoast Oper-4941 & 9831	\$167.67
Check	11/02/2022	14415	Finishmaster, Inc.	Inv # 91695890 3 boxes each of sizes medium, large and x-large nitrile gloves	52.4.6 Suppl Landfilling	\$167.67
Check	11/02/2022	14408	Cintas Corporation No. 2	Inv # 4136052778 11/1/2022 Uniform Services	30.4.2 Other Prof Svcs/Uniforms	\$425.00
Check	11/02/2022	14416	Adams and Rubin Fence Inc	Inv # 21-1574	1050 Seacoast Oper-4941 & 9831	\$27,895.50
Check	11/02/2022	14416	Adams and Rubin Fence Inc	Inv # 21-1574 Fencing installation at 5655 41 ST - Final payment	62.1 Capital Exp Buildings	\$27,895.50
Check	11/02/2022	14417	Board of County Commissioners	Inv # 10031/2022	1050 Seacoast Oper-4941 & 9831	\$4,012.07
Check	11/02/2022	14417	Board of County Commissioners	Inv # 10031/2022 Fuel charges for Oct 2022 Unleaded \$3.08/gal, no Diesel expense this month	52.1.2 Gas & Diesel	\$4,012.07
Check	11/02/2022	14418	Security 101	Invoice # P13615	1050 Seacoast Oper-4941 & 9831	\$4,248.86
Check	11/02/2022	14418	Security 101	Invoice # P13615 Inv 3 - Final 10% - work completed	62.1 Capital Exp Buildings	\$4,248.86
Check	11/08/2022	14419	Indian River County Landfill	Acct # 178301	1050 Seacoast Oper-4941 & 9831	\$69.96
Check	11/08/2022	14419	Indian River County Landfill	Acct # 178301 old poles and debris for permanent control	46.5.3 Dikes-RMCD	\$69.96
Check	11/09/2022	14420	CIT-Copier Contract	Inv # 41046237	1050 Seacoast Oper-4941 & 9831	\$199.23
Check	11/09/2022	14420	CIT-Copier Contract	Inv # 41046237 - November 2022 Monthly copier/printer lease pymt	44.1.2 Misc Rentals/Leases	\$199.23
Check	11/09/2022	14421	Carr, Riggs & Ingram LLC	Inv # 17475847 - Client No. 72-01447 000	1050 Seacoast Oper-4941 & 9831	\$1,000.00
Check	11/09/2022	14421	Carr, Riggs & Ingram LLC	Inv # 17475847 Final Billing for Audit of Financial Statements Period ending September 30, 2022	30.2 Auditor	\$1,000.00
Check	11/09/2022	14422	Leading Edge Associates, Inc.	Inv # 1808	1050 Seacoast Oper-4941 & 9831	\$1,800.00
Check	11/09/2022	14422	Leading Edge Associates, Inc.	Inv # 1808 Aerial Application Services, Travel - Garden Grove, Med Cir Filed, Golf View, Banana...	30.4.5/Contract Serv.-Aircraft	\$1,800.00
Check	11/09/2022	14423	Lowe's	Acct # 2096 Inv # 920937	1050 Seacoast Oper-4941 & 9831	\$148.56
Check	11/09/2022	14423	Lowe's	Acct # 2096 Inv # 920937 rain gauges for lanivcld	1050 Seacoast Oper-4941 & 9831	\$129.12
Check	11/09/2022	14423	Lowe's	Acct # 2096 Inv # 920937 4 Boards for bridge for ATVs	46.5.3 Dikes-RMCD	\$129.12
Check	11/09/2022	14424	McMaster-Carr Supply Co	Inv # 87670028	52.4.6 Suppl Landfilling	\$19.44
Check	11/09/2022	14424	McMaster-Carr Supply Co	Inv # 87670028 rain gauges for lanivcld	52.4.6 Suppl ULV	\$19.44
Check	11/09/2022	14424	McMaster-Carr Supply Co	Inv # 87670028 For truck 327 - 25' Insulated wire, mini push button switch	1050 Seacoast Oper-4941 & 9831	\$60.17
Check	11/09/2022	14425	Cole Auto Supply	Acct # 1642 Closing Date 10/31/22	1050 Seacoast Oper-4941 & 9831	\$1,066.10
Check	11/09/2022	14425	Cole Auto Supply	Acct # 1642 Closing Date 10/31/22	46.0.20 Maint by IRMCD	\$56.96
Check	11/09/2022	14425	Cole Auto Supply	TK 355 - battery, TK 259 - blwr mtr resist, fipressure sensor, solenoid, <\$61.27> credit return...	46.6.1 Truck/Auto/ATV-IRMCD	\$468.87
Check	11/09/2022	14425	Cole Auto Supply	6 gals 15w40 oil filters, a/filters, f/filters & oil for pumps	46.6.2 Pumps-IRMCD	\$323.12
Check	11/09/2022	14425	Cole Auto Supply	80w90 gear oil	52.1.1 Oil & Lubricants	\$45.16
Check	11/09/2022	14426	Thomas R. Summerill, Inc	Inv # 03449-M22-APL	52.4.4 Supl ULV	\$171.99
Check	11/09/2022	14426	Thomas R. Summerill, Inc	Inv # 03449-M22-APL Aerial work completed 11/11/2022	1050 Seacoast Oper-4941 & 9831	\$4,556.36
Check	11/09/2022	14426	Thomas R. Summerill, Inc	Inv # 03449-M22-APL Aerial work completed 11/07/2022	30.4.5/Contract Serv.-Aircraft	\$4,556.36
Liability Check	11/09/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/07/2022	1050 Seacoast Oper-4941 & 9831	\$48,333.21
Liability Check	11/09/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/07/2022	2111 Direct Deposit Liabilities	\$48,333.21

IRMCD
Custom Transaction Detail Report
November 2022

Check	11/09/2022	14428	AT&T	Acct # 77256223930870454 - Local/Long Distance Nov 2022	1050 Seacoast Oper-4941 & 9831	\$253.64
Check	11/09/2022	14428	AT&T	Acct # 77256223930870454 - Local/Long Distance Nov 2022	41.1 Communication Services	\$253.64
Check	11/09/2022	14429	MasterCard	Acct # 1603 - Statement Closing Date 10/27/2022	1050 Seacoast Oper-4941 & 9831	\$9,106.70
Check	11/09/2022	14429	MasterCard	Acct # 1603 - Statement Closing Date 10/27/2022	30.2.2 Direct Deposit Fees	\$68.00
Check	11/09/2022	14429	MasterCard	Home2Sulcus reservation cancellation credit, AMCA Hotel Res. Grand Sierra-Reno - SB, SM, Deposit...	40.1 Travel & Per Diem	\$694.41
Check	11/09/2022	14429	MasterCard	AMCA Annual Conf Registrations - SB, SM, 2023 August HR Conference - JMA, FMCA Annual Mig Regist...	40.2.1 Registrations	\$3,855.00
Check	11/09/2022	14429	MasterCard	1 email pak - 5 user - 10 email single user - Earthlink monthly	41.1 Communication Services	\$1,301.94
Check	11/09/2022	14429	MasterCard	alc fillers	46.5.1 Buildings-IRMCD	\$107.36
Check	11/09/2022	14429	MasterCard	6 Titan capacitors, 10 pack of resistors	46.6.2 Pumps-IRMCD	\$147.75
Check	11/09/2022	14429	MasterCard	waterpump kit for Seark # 3, thermostat & gasket - Seark # 3	46.6.3 Heavy Eqp/Boats-IRMCD	\$114.90
Check	11/09/2022	14429	MasterCard	essel pads, off chair-TI, Rite in Rain note pads, plowwels, trash bags, creamer, 2023 calendars ...	51.1 Office Supplies	\$362.77
Check	11/09/2022	14429	MasterCard	T-sheets monthly fee	51.2 Computer Software	\$100.00
Check	11/09/2022	14429	MasterCard	surge protectors, usb drives, ASUS, ASUS D700SC PC Win1Pro i5	51.3 Computer Hardware	\$1,097.67
Check	11/09/2022	14429	MasterCard	rubber boots for larvicide crew, CAT safety toe workboots, Fishing deck boots - HW	52.3 Protective Clothing	\$1,066.01
Check	11/09/2022	14429	MasterCard	credit for fraudulent charges	52.4 Misc Supplies	\$1.50
Check	11/09/2022	14429	MasterCard	glass disposal box, microscope slides, calibrating weights for microscope	52.4.5 Supl Arbvturus	\$90.24
Check	11/09/2022	14429	MasterCard	certified mail - Tmn Reports	42.1 Freight/Transportation	\$12.15
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	1050 Seacoast Oper-4941 & 9831	\$16,839.62
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$6,798.50
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$951.60
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$951.60
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$4,068.96
Liability Check	11/10/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$4,068.96
Liability Check	11/10/2022	EFT	Child Support	Child Support	1050 Seacoast Oper-4941 & 9831	\$507.39
Liability Check	11/10/2022	EFT	Child Support	Child Support	2006 Payroll Liabilities	\$507.39
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	\$1,196.72
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	\$1,196.72
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	\$520.00
Liability Check	11/11/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	\$520.00
Check	11/16/2022	14430	Adapco, Inc	Inv # 133132	1050 Seacoast Oper-4941 & 9831	\$43,776.00
Check	11/16/2022	14430	Adapco, Inc	Inv # 133132 (24) VECTOBAC GS* Supersack 1200lb bags	52.2.16 Vectobac CG-GS/Btl	\$43,776.00
Check	11/16/2022	14431	AT&T Mobility	Acct # 823540712 Invoice # 823540712X11122022	1050 Seacoast Oper-4941 & 9831	\$759.07
Check	11/16/2022	14431	AT&T Mobility	Acct # 823540712 Invoice # 823540712X11122022 Cellular Service	41.1 Communication Services	\$759.07
Check	11/16/2022	14432	Cintas Corporation No. 2	Payer # 14087358 Inv # 4136935882, Inv # 4137483969	1050 Seacoast Oper-4941 & 9831	\$680.00
Check	11/16/2022	14432	Cintas Corporation No. 2	Payer # 14087358 Inv # 4136935882, Inv # 4137483969	30.4.2 Other Prof Svcl/Uniforms	\$425.00
Check	11/16/2022	14433	Staples Advantage	Acct # ATL1067547 Inv # 8068185436	1050 Seacoast Oper-4941 & 9831	\$412.09
Check	11/16/2022	14433	Staples Advantage	Acct # ATL1067547 Inv # 8068185436 Avery dividers, HP85A toner, Sharple pens, 2023 Day Minder...	51.1 Office Supplies	\$412.09
Check	11/16/2022	14434	Treasure Coast Newspapers	Acct # 333036 Inv# 0005044203	1050 Seacoast Oper-4941 & 9831	\$64.98
Check	11/16/2022	14434	Treasure Coast Newspapers	Acct # 333036 Inv# 0005044203 Notice of Intent to Aerially Larvicide	49.2 Advertising (Req'd by Law)	\$64.98
Check	11/16/2022	14435	FL Association of Special Districts	Inv # 347	1050 Seacoast Oper-4941 & 9831	\$2,500.00
Check	11/16/2022	14435	FL Association of Special Districts	Inv # 347 FASD Membership Renewal (TI, JB, SB, ME) 10/1/2022-9/30/2023 Balance due	54.1 Publications & Dues	\$2,500.00
Check	11/16/2022	14436	Vero Chemical Distributors Inc	Inv # 324924	1050 Seacoast Oper-4941 & 9831	\$8.68
Check	11/16/2022	14436	Vero Chemical Distributors Inc	Inv # 324924 refill 4 gallon jugs chlorine	52.4.5 Supl Arbvturus	\$8.68
Check	11/16/2022	14432	Cintas Corporation No. 2	Inv # 4137483969 11/15/2022 Uniform Services	30.4.2 Other Prof Svcl/Uniforms	\$425.00
Check	11/16/2022	14437	Complete Electric, Inc.	Inv # 108398	1050 Seacoast Oper-4941 & 9831	\$2,460.00
Check	11/16/2022	14437	Complete Electric, Inc.	Inv # 108398 Work completed for wiring & install LED Exit & Emergency lights per quote dated 9/2...	46.1.1 Buildings-Other	\$2,460.00
Check	11/16/2022	14438	Grove Welders, Inc	Inv # 62733	1050 Seacoast Oper-4941 & 9831	\$80.46
Check	11/16/2022	14438	Grove Welders, Inc	Inv # 62733 (2) 8000ATV tank pumps - valve kit Vilon	46.6.1 Truck/Auto/ATV-IRMCD	\$80.46

IRMCD
Custom Transaction Detail Report
November 2022

Check	11/16/2022	14439	Lewis, Longman, & Walker P.A.	Inv # JDR-149631	1050 Seacoast Oper-4941 & 9831	\$2,350.00
Check	11/16/2022	14439	Lewis, Longman, & Walker P.A.	Inv # JDR-149631 Ph Conf - SB, Fitness of Duty Policy	30.1.3 Legal Services	\$2,350.00
Check	11/16/2022	14440	Indian River County Utilities	Cust # 00112218-062300 Bill # 11149308	1050 Seacoast Oper-4941 & 9831	\$48.29
Check	11/16/2022	14440	Indian River County Utilities	Cust # 00112218-062300 Bill # 11149308 Water service 10/06/2022-11/04/2022	43.1 Utility Services	\$48.29
Liability Check	11/22/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/21/2022	1050 Seacoast Oper-4941 & 9831	\$48,798.63
Liability Check	11/23/2022	14442	QuickBooks Payroll Service	Created by Payroll Service on 11/21/2022	2111 Direct Deposit Liabilities	\$48,798.63
Check	11/23/2022	14442	FedEx	Inv # 7-931-96140, Inv # 7-940-17894, Inv # 7-947-41287	1050 Seacoast Oper-4941 & 9831	\$23.73
Check	11/23/2022	14442	FedEx	Inv # 7-931-96140 shipping Arbo samples	52.4.5 Supl Arbovirus	\$7.91
Check	11/23/2022	14442	FedEx	Inv # 7-940-17894 shipping Arbo samples	52.4.5 Supl Arbovirus	\$7.91
Check	11/23/2022	14442	FedEx	Inv # 7-947-41287 shipping Arbo samples	52.4.5 Supl Arbovirus	\$7.91
Check	11/23/2022	14443	Jordan Power Equipment Corp.	Inv # 106655, Inv # 105323	1050 Seacoast Oper-4941 & 9831	\$721.43
Check	11/23/2022	14443	Jordan Power Equipment Corp.	Inv # 106655 2 sets of mower blades	46.6.4 Mowers/Other Pprs-IRMCD	\$83.94
Check	11/23/2022	14443	Jordan Power Equipment Corp.	Inv # 105323 telescoping pole pruner	52.5 Tools & Small Implements	\$637.49
Check	11/23/2022	14444	MWV Pumps	Inv # VB001768	1050 Seacoast Oper-4941 & 9831	\$2,679.55
Check	11/23/2022	14444	MWV Pumps	Inv # VB001768 Pump repair for Vista Royale	46.4.2 Pump Rpr-Others	\$2,679.55
Check	11/23/2022	14445	Lowe's	Acct # 2096 Inv # 967016, Inv # 967254	1050 Seacoast Oper-4941 & 9831	\$542.12
Check	11/23/2022	14445	Lowe's	Acct # 2096 Inv # 967016 20' chain for Vero Shores gate	46.5.3 Dikes-IRMCD	\$41.79
Check	11/23/2022	14445	Lowe's	Inv # 967016 35' measuring tape	52.4.6 Supl Landscaping	\$30.38
Check	11/23/2022	14445	Lowe's	Inv # 967254 pressure treated boards to replace lab woods-n-bridge	52.4.6 Supl Landscaping	\$469.95
Check	11/23/2022	14446	Cleaning By Mtna, LLC	Inv # 54	1050 Seacoast Oper-4941 & 9831	\$1,003.10
Check	11/23/2022	14446	Cleaning By Mtna, LLC	Inv # 54 Dec 2022 Maintenance cleaning	30.4.1 Other Prof Svc/Janitor	\$1,003.10
Check	11/23/2022	14447	Comcast	Acct # 8535115060598219	1050 Seacoast Oper-4941 & 9831	\$330.80
Check	11/23/2022	14447	Comcast	Acct # 8535115060598219 Internet services 11/27/2022-12/26/2022	41.1 Communication Services	\$330.80
Check	11/23/2022	14448	FPL	Acct # 90168-13504	1050 Seacoast Oper-4941 & 9831	\$1,209.39
Check	11/23/2022	14448	FPL	Acct # 90168-13504 10/12/2022-11/10/2022 Shop/Office	43.1 Utility Services	\$978.74
Check	11/23/2022	14448	FPL	Acct # 90168-13504 10/12/2022-11/10/2022 Electric pumps	52.1.3 Electric Pumps	\$230.65
Liability Check	11/23/2022	EFT	Child Support		1050 Seacoast Oper-4941 & 9831	\$507.39
Liability Check	11/23/2022	EFT	Child Support		2006 Payroll Liabilities	\$507.39
Check	11/23/2022	14449	Cintas Corporation No. 2	Payor # 14087358 Inv # 4138165240	1050 Seacoast Oper-4941 & 9831	\$425.00
Check	11/23/2022	14449	Cintas Corporation No. 2	Payor # 14087358 Inv # 4138165240 11/21/2022 Uniform Services	30.4.2 Other Prof Svc/Uniforms	\$425.00
Liability Check	11/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/22/2022	1050 Seacoast Oper-4941 & 9831	\$390.00
Liability Check	11/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 11/22/2022	2111 Direct Deposit Liabilities	\$390.00
Check	11/23/2022	14450	KYOCERA Document Solutions Southeast, LLC	Inv # 55V1299310	1050 Seacoast Oper-4941 & 9831	\$451.00
Check	11/23/2022	14450	KYOCERA Document Solutions Southeast, LLC	Inv # 55V1299310 11/15/2022-2/14/2023 billing period	44.1.2 Misc Rental/Leases	\$451.00
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	1050 Seacoast Oper-4941 & 9831	\$17,041.28
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$6,907.50
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$960.37
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$960.37
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$4,106.52
Liability Check	11/25/2022	EFT	IRMCD-FICA,SS,Med	59-6001309	2006 Payroll Liabilities	\$4,106.52
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	\$1,196.72
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	\$1,196.72
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	1050 Seacoast Oper-4941 & 9831	\$520.00
Liability Check	11/25/2022	EFT	Nationwide Retirement Solutions, Inc.	0025223001	2006 Payroll Liabilities	\$520.00
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904 November 2022 Premiums	1050 Seacoast Oper-4941 & 9831	\$2,762.24
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904 November 2022 Premiums	2006.21 AFAn Accident (post-tax)	\$119.26
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904 November 2022 Premiums	2006.2 AFAn Accident	\$533.90
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904 November 2022 Premiums	2006.3 AFAnCancer (pre-tax)	\$372.70

IRMCD
Custom Transaction Detail Report
November 2022

Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904	November 2022 Premiums		2006.4 AFACancer (post tax)	\$141.70
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904	November 2022 Premiums		2006.83 AFACritical Care(post)	\$81.94
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904	November 2022 Premiums		2006.5 AFADisability	\$1,236.70
Liability Check	11/25/2022	EFT	American Fidelity-Products	MCP# 64213 INV#D521904	November 2022 Premiums		2006.6 AFALife Insurance	\$276.04
Liability Check	11/25/2022	EFT	American Fidelity Assurance Company	MCP#64213 INV#2150414B	November 2022 Premiums		1050 Seacoast Oper-4941 & 9831	\$862.06
Liability Check	11/25/2022	EFT	American Fidelity Assurance Company	MCP#64213 INV#2150414B	November 2022 Premiums		2006.1 AFAMedical Care FSA	\$862.06
Liability Check	11/25/2022	EFT	Texas Life Insurance Company	SSO49H- November 2022 Premiums		1050 Seacoast Oper-4941 & 9831	\$456.32	
Liability Check	11/25/2022	EFT	Texas Life Insurance Company	SSO49H- November 2022 Premiums		2006.7 Texas Life	\$456.32	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		1050 Seacoast Oper-4941 & 9831	\$42,428.61	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$69.90	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$245.00	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$297.20	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$297.20	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$114.48	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.81 Emp. Dental Prem Cont	\$279.60	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$654.11	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$218.58	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$554.12	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$553.30	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$699.20	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$334.73	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$653.56	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$384.96	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.8 Emp. Health Prem Cont	\$156.54	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$22.03	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$12.09	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$59.04	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$24.60	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$44.08	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		2006.82 Emp Vision Prem Cont	\$12.10	
Liability Check	11/25/2022	14441	FMIT	FH0273- November 2022 Contributions/December 2022 Premiums		20.3 Life/Health Insurance	\$36,840.39	
Check	11/25/2022	EFT	Principal Financial Group	Acc#1037999-10001- Dec 2022 Premiums		1050 Seacoast Oper-4941 & 9831	\$810.53	
Check	11/25/2022	EFT	Principal Financial Group	Acc#1037999-10001- Dec 2022 Premiums		20.3 Life/Health Insurance	\$810.53	
Check	11/30/2022	14451	Finishmaster, Inc.	Inv # 91814961		1050 Seacoast Oper-4941 & 9831	\$18.89	
Check	11/30/2022	14451	Finishmaster, Inc.	Inv # 91814961		1050 Seacoast Oper-4941 & 9831	\$18.89	
Check	11/30/2022	14452	Waste Management, Inc of Florida	Customer # 9-18548-52001 Inv # 0945398-4835-1	Customer # 13-91132-63000 Inv # 0945726-4835-3	1050 Seacoast Oper-4941 & 9831	\$219.72	
Check	11/30/2022	14452	Waste Management, Inc of Florida	Customer # 9-18548-52001 Inv # 0945398-4835-1	Dumpster Weekly Service Dec 2022	43.1 Utility Services	\$138.55	
Check	11/30/2022	14452	Waste Management, Inc of Florida	Customer # 13-91132-63000 Inv # 0945726-4835-3	Recycle Weekly Service Dec 2022	43.1 Utility Services	\$81.17	
							\$3,277,733.26	
							\$3,277,733.26	



FIFTH THIRD BANK

Account Number: XXXX XXXX XXXX 1603

INDIAN RIVR MOSQUITO CTR

Statement Closing Date: 10/27/22

Corporate Account Summary

Previous Balance		\$3,782.32
Payments	-	\$3,782.32
Credits	-	\$177.19
Purchases and Other Charges	+	\$9,283.89
Cash Advances	+	\$0.00
Late Payment Charge	+	\$0.00
Cash Advance Fees	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$9,106.70
Disputed Amount		\$0.00
Past Due Amount		\$0.00
Credit Limit		\$25,000.00
Available Credit Limit		\$15,893.30
Cash Advance Credit Limit		\$0.00
Available Cash Advance Credit Limit		\$0.00
Statement Closing Date		10/27/22
Days in Billing Cycle		30

Payment Information

New Balance	\$9,106.70
Minimum Payment Due	\$9,106.70
Payment Due Date	11/21/22

QUESTIONS OR TO REPORT LOST/STOLEN CARDS?

Call Customer Service 1-800-375-1747

Please send billing inquiries and correspondence to:
FIFTH THIRD BANK
PO BOX 740523
CINCINNATI, OH 45274-0523

PAID

Or email inquires to CommercialSupport@53.com

NOV 09 2022

Corporate Account Activity BY: _____

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10/17	10/17	75569262290221017000110	PAYMENT RECEIVED - THANK YOU	-\$3,782.32

Finance Charge Summary

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Finance Charge	Finance Charge
PURCHASES	19.80%	\$0.00	\$0.00
CASH ADVANCES	19.80%	\$0.00	\$0.00

Cardholder Account Summary

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
MOREL JULES XXXX XXXX XXXX 1686	\$2,500	\$0.00	\$915.00	\$0.00	\$915.00
JOSHUA REILLY XXXX XXXX XXXX 0976	\$2,500	\$0.00	\$136.68	\$0.00	\$136.68

(summary continued on next page)

Detach and return lower portion with your payment. Please retain above portion.

MASTERCARD 10/22 STATEMENT			
30.2.2 Direct Deposit Fees			46.6.3 Heavy Eqpt/Boats-IRMCD
\$58.00	Intuit QB payroll monthly per emp usage fee		\$67.45 waterpump kit for SeaArk # 3
			\$47.45 thermostat and gasket for SeaArk #3
\$58.00			
30.4.1 Other Professional Services/Janitor			
		\$114.90	
\$0.00			
40.1 Travel/ Per Diem			51.1 Office Supplies
		\$17.90	VIZ-PRO standard easel pads
-\$167.70	Home2Suites reservation cancellation credit	\$119.98	Office chair - TH
\$237.30	AMCA Hotel Res.Grand Sierra-Reno, - SB, SM	\$71.85	pen refills, Rite in The Rain notepads
\$814.81	Deposits - Hotel FMCA Annual Mtg	\$69.36	paper towels, 13 & 33 gal trash bags, creamer,
		\$6.99	desk pad calendar, day planner - MPS
\$884.41		\$27.88	heavy duty retractable badge holders
		\$20.84	pk of 100 blank cards for ID badges
40.2.1 Registrations		\$17.98	100 pk waterproof ID badge holders
\$970.00	AMCA Annual Conf. Registrations - SB, SM	\$9.99	dish drying mat
\$760.00	2023 August HR Conference - JMA	\$7.99	dish drying mat
\$2,125.00	FMCA Annual Mtg. Rgst. - SB, SM, SJ, JB, ME	-\$7.99	returned dish drying mat
		\$362.77	
			51.2 Computer Software
		\$10.00	T-Sheets monthly fee
\$3,855.00			
41.1 Communications		\$10.00	
\$1,292.04	1 email pak - 5 user, 10 email single user		51.3 Computer Hardware
\$9.90	Earthlink monthly	\$136.68	outlet surge protectors, usb drives, ASUS
		\$960.99	ASUS D700SC PC Win11Pro i5
\$1,301.94			
42.1 Freight/Postage/Transportation		\$1,097.67	
\$12.15	Certified Mail - Trim Reports		52.3 Protective Clothing
		\$915.00	rubber boots for larvicide crew
		\$89.95	CAT safety toe workboots
		\$61.06	fishing & deck boots - HW
		\$1,066.01	
			52.4 Miscellaneous Supplies
		-\$1.50	Credit for fraudulent charges
\$12.15			
46.2 Repairs Truck by others		-\$1.50	
			52.4.5 Arbovirus
		\$90.24	glass disposal, microscope slides, cal. Weights
\$0.00			
46.5.1 Buildings-IRMCD			
\$107.36	A/C filters		
		\$90.24	
			52.4.6 Larviciding
\$107.36			
46.5.2 Maintenance/Grounds - IRMCD		\$0.00	
			55.2 Training
\$0.00			
46.6.1 Trucks/Auto/ATV-IRMCD			
		\$0.00	
\$0.00			
46.6.2 Pumps - IRMCD			
\$147.75	6 Titan capacitors, pak of 10 resistors		
\$147.75			
			Total for MasterCard
			\$9,106.70



Florida Department of Agriculture and Consumer Services
 Division of Agricultural Environmental Services
MOSQUITO CONTROL MONTHLY REPORT - LOCAL FUNDS

Submit to:
 Mosquito Control Program
 3125 Conner Blvd, Suite E
 Tallahassee, FL 32399-1650

NICOLE "NIKKI" FRIED
 COMMISSIONER

Rule 5E-13.027, F.A.C.
 Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/ DISTRICT Indian River Mosquito Control FISCAL YEAR: 2022-2023 MONTH: October

LOCAL FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ 5,543,598.00	\$ 37,291.88	\$ 37,291.88	\$ 5,506,306.12
334.1	State Grant	-	-	-	-
362	Equipment Rentals	-	-	-	-
337	Grants and Donations	\$ 3,000.00	-	-	\$ 3,000.00
361	Interest Earnings	\$ 6,000.00	\$ 22.21	\$ 22.21	\$ 5,977.79
364	Equipment and/or Other Sales	-	-	-	-
369	Misc./Refunds (prior yr expenditures)	-	-	-	-
380	Other Sources	-	-	-	-
389	Loans	-	-	-	-
TOTAL RECEIPTS		\$ 5,552,598.00	\$ 37,314.09	\$ 37,314.09	\$ 5,515,283.91
BEGINNING FUND BALANCE		\$ 3,274,973.55	-	-	\$ 3,274,973.55
Total Receipts & Balance		\$ 8,827,571.55	\$ 37,314.09	\$ 37,314.09	\$ 8,790,257.46

LOCAL FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ 2,246,110.08	\$ 112,001.98	\$ 112,001.98	\$ 2,134,108.10
20	Personal Services Benefits	\$ 1,130,825.31	\$ 107,190.71	\$ 107,190.71	\$ 1,023,634.60
30	Operating Expense	\$ 1,257,715.00	\$ 52,217.56	\$ 52,217.56	\$ 1,205,497.44
40	Travel & Per Diem	\$ 39,330.00	\$ 167.70	\$ 167.70	\$ 39,162.30
41	Communication Services	\$ 28,000.00	\$ 664.34	\$ 664.34	\$ 27,335.66
42	Freight Services	\$ 2,000.00	\$ 12.15	\$ 12.15	\$ 1,987.85
43	Utility Service	\$ 25,000.00	\$ 217.67	\$ 217.67	\$ 24,782.33
44	Rentals & Leases	\$ 15,669.00	\$ 199.23	\$ 199.23	\$ 15,469.77
45	Insurance	\$ 83,000.00	\$ 26,851.95	\$ 26,851.95	\$ 56,148.05
46	Repairs & Maintenance	\$ 380,785.50	\$ 4,153.18	\$ 4,153.18	\$ 376,632.32
47	Printing and Binding	\$ 400.00	-	-	\$ 400.00
48	Promotional Activities	\$ 2,500.00	-	-	\$ 2,500.00
49	Other Charges	\$ 4,000.00	\$ 630.00	\$ 630.00	\$ 3,370.00
51	Office Supplies	\$ 73,340.00	\$ 5,312.38	\$ 5,312.38	\$ 68,027.62
52.1	Gasoline/Oil/Lube	\$ 128,250.00	-	-	\$ 128,250.00
52.2	Chemicals	\$ 1,101,208.61	-	-	\$ 1,101,208.61
52.3	Protective Clothing	\$ 5,500.00	\$ 45.35	\$ 45.35	\$ 5,454.65
52.4	Misc. Supplies	\$ 58,685.00	\$ 672.67	\$ 672.67	\$ 58,012.33
52.5	Tools & Implements	\$ 4,200.00	-	-	\$ 4,200.00
54	Publications & Dues	\$ 22,500.00	\$ 1,500.00	\$ 1,500.00	\$ 21,000.00
55	Training	\$ 23,900.00	\$ 360.00	\$ 360.00	\$ 23,540.00
60	Capital Outlay	\$ 476,510.00	-	-	\$ 476,510.00
71	Principal	-	-	-	-
72	Interest	-	-	-	-
81	Aids to Government Agencies	-	-	-	-
83	Other Grants and Aids	-	-	-	-
89	Contingency (Current Year)	\$ 689,143.05	-	-	\$ 689,143.05
99	Payment of Prior Year Accounts	-	-	-	-
TOTAL BUDGET AND CHARGES		\$ 7,798,571.55	\$ 312,196.87	\$ 312,196.87	\$ 7,486,374.68
0.001	Reserves - Future Capital Outlay	\$ 600,000.00	-	-	\$ 600,000.00
0.002	Reserves - Self-Insurance	-	-	-	-
0.003	Reserves -Cash Balance to be Carried Forward	\$ 360,000.00	-	-	\$ 360,000.00
0.004	Reserves - Sick and Annual Leave	\$ 69,000.00	-	-	\$ 69,000.00
TOTAL RESERVES ENDING BALANCE		\$ 1,029,000.00	-	-	\$ 1,029,000.00
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 8,827,571.55	\$ 312,196.87	\$ 312,196.87	\$ 8,515,374.68
ENDING FUND BALANCE		-	(274,882.78)	(274,882.78)	\$ 274,882.78

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

11/21/2022
 Director Signature Date



Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

MOSQUITO CONTROL MONTHLY REPORT - STATE FUNDS

Submit to:
Mosquito Control Program
3125 Conner Blvd, Suite E
Tallahassee, FL 32399-1650

NICOLE "NIKKI" FRIED
COMMISSIONER

Rule 5E-13.027, F.A.C.
Telephone: (850) 617-7911; Fax (850) 617-7939

COUNTY/DISTRICT Indian River Mosquito Control

FISCAL YEAR: 2022-2023

MONTH: October

STATE FUNDS RECEIPTS AND BALANCES

ACCT NO	DESCRIPTION	Budgeted Receipts	Monthly Receipts	Receipts Year to Date	Balance to Be Collected
311	Ad Valorem (Current/Delinquent)	\$ -	\$ -	\$ -	\$ -
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ 25.00	\$ 0.47	\$ 0.47	\$ 24.53
364	Equipment and/or Other Sales	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 3,025.00	\$ 0.47	\$ 0.47	\$ 3,024.53
BEGINNING FUND BALANCE		\$ 762.79	\$ -	\$ -	\$ 762.79
Total Receipts & Balance		\$ 3,787.79	\$ 0.47	\$ 0.47	\$ 3,787.32

STATE FUNDS EXPENDITURES AND BALANCES

ACCT NO	Uniform Accounting System Transaction Code	Budgeted Expenditures	Monthly Expenditures	Expenditures Year to Date	Balance to Be Expended
10	Personal Services	\$ -	\$ -	\$ -	\$ -
20	Personal Services Benefits	\$ -	\$ -	\$ -	\$ -
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ -	\$ -	\$ -	\$ -
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ -	\$ -	\$ -	\$ -
52.2	Chemicals	\$ 3,787.79	\$ -	\$ -	\$ 3,787.79
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ -	\$ -	\$ -	\$ -
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 3,787.79	\$ -	\$ -	\$ 3,787.79
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES ENDING BALANCE		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 3,787.79	\$ -	\$ -	\$ 3,787.79
ENDING FUND BALANCE		\$ -	\$ 0.47	\$ 0.47	\$ (0.47)

By submission of this monthly report of receipts, expenditures, and balances, I attest it is true and correct.

S. Burnmyths
Director Signature

11/21/2022
Date

DATE: November 21,2022

Award Document

Vendor Name	Rehmann	USF / Florida Institute of Government	
Address	1500 W Big Beaver, 2 nd Floor, Troy MI 48084	402 E Fowler Avenue, SOC 107, Tampa, FL 33620	
Phone Number	(248)952-5000	(813) 974-2346	
Quoted by	Elizabeth Williams	Angela Crist	

ITEM	<i>Compensation Study & Analysis</i>		
QUANTITY	1 Job	1 Job	
DELIVERABLE/SCOPE OF WORK	<p><i>Meet with key IRMCD staff to review/discuss and finalize project goals, process, schedule, and other administrative details.</i></p> <ul style="list-style-type: none"> •<i>Identify and select an appropriate number of comparable organizations and classifications from surrounding public agencies and applicable private sector competitors for inclusion in the comprehensive benchmark analysis of wages and benefits for all IRMCD positions, including, but not limited to, the collection and analysis of the following data:</i> <ol style="list-style-type: none"> <i>A. Title of Comparable Classifications</i> <i>B. Minimum and Maximum Annual Salary</i> <i>C. Longevity Pay</i> <i>D. Education/Certification Pay</i> <i>E. Acting Assignment Pay</i> <i>F. Date and amount of last and next cost of living increase</i> <i>G. Promotional opportunities and recognizable compensation growth</i> <i>H. Employer paid benefits, retirement savings programs, paid time off benefits</i> <i>I. Health, dental and vision insurance, disability insurance, life insurance-employer paid levels, employee premium, and plan design options.</i> •<i>Analyze potential internal equity issues, including pay compression, and provide potential solutions</i> •<i>Review, update, and provide recommendations of the IRMCD classification system, including review of existing positions descriptions to ensure accurate FLSA status, essential job functions, minimum qualifications, required KSA's and compliance with federal, state, and local regulations.</i> •<i>Integrate the results of the benchmark and internal analyses into an updated classification and compensation model, which includes a revised salary schedule, identifying the proposed placement of all IRMCD positions within the schedule, and support for the proposed placement. Provide justifiable pay differential between individual classes.</i> 		

	<p><i>Develop recommendations for the administration and maintenance of the updated classification and compensation model, including:</i></p> <p><i>A. Transparent and easy to understand salary determination methodology (e.g., scoring system)</i></p> <p><i>B. Methodology for employee progression through the update of the salary schedule</i></p> <p><i>C. Annual monitoring for market position, cost of living adjustments, and internal equity.</i></p> <p><i>D. Updates to other policies and procedures related to compensation</i></p> <p><i>E. Recommend implementation strategies including calculating the cost of implementing the plan</i></p> <p><i>F. Present final report, findings, tables, job descriptions, charts, spreadsheets, salary surveys, updated classifications, revised salary schedule and other materials and recommendations necessary for the implementation and maintenance of the compensation/classification system in a written report and electronic medium.</i></p> <p><i>•Final presentation of study results to IRMCD BC as requested</i></p>		
Responsiveness to Request for Proposal Specifications	Exceptional specification responses	Good specification responses	
Qualifications of Firm	Managed Services include Human Resource Solutions	Developing and implementing technical assistance, training research, grant contract administration, strategic planning, goal setting, HR administration, employee satisfaction surveys, community meeting facilitation.	
Qualifications of Staff	All staff assigned are qualified in Human Resource Solutions including: <ul style="list-style-type: none"> • Consulting & Outsourcing • Leadership Coaching & Training • Labor Relations • Policy Administration • Performance Management • Process Improvement • Executive Recruiting • HR Department Structuring • Employee Retention, Growth, & Engagement • Compliance 	<ul style="list-style-type: none"> • HR Consulting Services municipal governments and organizational development. • Public affairs technical assistance for cities, counties, nonprofits, and special districts. • Project Management. 	
References	(3) References provided:	(4) References provided: <ul style="list-style-type: none"> • City of Auburndale - Compensation Study 	

	<ul style="list-style-type: none"> • Southwest Solutions (Full Compensation Salary Survey 250 Employees) • JetCo Federal Supply (Full Salary Survey 20 Employees) • Ausable Valley Community Mental Health Authority (HR Support, Recruitment, benefits administration, compensation review, full compensation study for 200 employees 54 job classifications in progress) 	<p>(completed by Creative Insights Corp.)</p> <ul style="list-style-type: none"> • City of Winter Haven - Compensation Study (completed by Creative Insights Corp.) • City of Tarpon Springs – Strategic Planning • City of Newberry – Strategic Planning 	
Demonstrated Capability to Perform Work as requested	References provided, staff qualifications, and project work plan demonstrate capability to perform work as requested.	References provided, staff qualifications, statement of methods and work product demonstrate capability to perform work as requested.	
TOTAL	\$21,000 +\$3,500 Travel	\$39,075 + \$1,800 Travel = \$40,875.00	
Staff Recommended Award	\$24,500		

Notes: Staff is recommending Rehman factors include pricing, qualifications of staff, and responsiveness to RFP specifications.

November 18, 2022

**EMPOWER
YOUR
PURPOSE**

PROFESSIONAL SERVICES PROPOSAL FOR
**Indian River Mosquito Control
District**

Submitted by:

Susan West, SPHR, SHRM-SCP, Principal

susan.west@rehmann.com

Elizabeth Williams, SPHR, SHRM-SCP, Principal

elizabeth.williams@rehmann.com

Statement of Confidentiality The information in this proposal is confidential and proprietary. It has been made available to the above stated company/person solely for their consideration in evaluation of this proposal. In no event shall all or any portion of this proposal be disclosed or disseminated by the above stated company/person without the express written permission of Rehmann. © 2022 Rehmann All Rights Reserved.

November 18, 2022

Lisa Ridley
Director of Finance
Indian River Mosquito Control District
5655 41st Street
Vero Beach, FL 32991

Dear Lisa Ridley:

We appreciate the opportunity to present the following proposal to perform a compensation study for the Indian River Mosquito Control District ("IRMCD"), on behalf of Rehmann Robson LLC ("Rehmann"). We will leverage our extensive industry and technical experience to help you accomplish your goals.

The attached proposal focuses on the specific needs you identified in your request for proposal and demonstrates how Rehmann's advisory approach will provide a successful partnership that's built on value and trust.

When you partner with Rehmann, here's what to expect:

- A solid reputation in the industry
- A proactive relationship
- Quick, accurate responses to your questions
- Proactive discussions and planning around new legislation that may affect you
- A collaborative relationship between your team and ours

We look forward to hearing from you regarding your decision. In the meantime, please contact us with any questions. Thank you for considering Rehmann.

Sincerely,

Rehmann Robson LLC



Susan West, SPHR, SHRM-SCP
Principal



Elizabeth Williams, SPHR, SHRM-SCP
Principal

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“At Rehmann, we believe the experience you have working with us is as important as the services we deliver. Each day, our goal is to help you get the most out of your Rehmann Experience. Simply put, we want to exceed your expectations.”

RANDY RUPP, CPA
CEO

ORGANIZATIONAL INFORMATION

Legal name of firm:	Rehmann Robson LLC
Type of entity:	A limited liability company
Contact name:	Elizabeth Williams, SHRM-SCP, SPHR
Contact address, phone number, email:	1500 W Big Beaver Rd., 2 nd floor Troy, MI 48084 248.952.5000 elizabeth.williams@rehmann.com
Website:	rehmann.com
Name of person authorized to enter into contract on behalf of firm:	Elizabeth Williams, SHRM-SCP, SPHR

A SOLID REPUTATION IN THE INDUSTRY

Founded in 1941 as a single accounting firm, Rehmann has evolved into a fully integrated financial services and advisory firm that provides accounting and assurance, comprehensive technology, accounting and human resource solutions, specialized consulting and wealth management services. Our goal is to meet the demands of today's governments by offering a greater scope of resources and experience, all while employing a forward-thinking service model that guarantees complete client satisfaction and confidence.



GOVERNMENTAL INDUSTRY EXPERIENCE

Rehmann has a cross-functional team of professionals with extensive governmental industry experience. This unique group is dedicated specifically to serving clients in the public sector on a year-round basis and includes 75+ full-time professionals skilled in assurance services and accounting solutions for governmental entities. Other departments within our firm also work with public sector clients providing technology and human resource solutions.

ACCESS TO A BROAD RANGE OF PROFESSIONAL SERVICES

In addition to the services outlined in this proposal, Rehmann advisors will help guide, support and assist you with all other aspects of your district. It is our firm's vision to provide insights and solutions that maximize the potential of our clients. By actively listening to IRMCD and gaining a full understanding of your needs, our team will be able to successfully reach your goals and help your district reach its full potential. Please refer to the *Rehmann Overview* section for more detailed information on other services we can provide.

Rehmann Overview

OFFICE LOCATIONS

Ann Arbor, MI	734.761.2005
Bonita Springs, FL	239.992.6211
Cheboygan, MI	231.627.3143
Detroit, MI	313.202.7400
Farmington Hills, MI	248.579.1100
Grand Rapids, MI	616.975.4100
Grandville, MI	616.222.9200
Jackson, MI	517.787.6503
Jupiter, FL	561.694.1040
Lansing, MI	517.316.2400
Muskegon, MI	231.739.9441
Orlando, FL	407.843.4433
Saginaw, MI	989.799.9580
Stuart, FL	772.283.7444
Toledo, OH	419.865.8118
Traverse City, MI	231.946.3230
Troy, MI	248.952.5000
Vero Beach, FL	772.234.8484

At Rehmann, we combine our knowledge and experience to resolve the challenges our clients face. We provide forward-thinking solutions and immerse ourselves into our client's business. At the end of the day, we help our clients achieve their goals.

PROFESSIONAL SERVICE LINES

Advisory & Tax and Assurance

- Tax advisory, compliance and preparation
- Specialized tax focus (R&D, SALT, international, cost segregation, M&A, estate & trust)
- Assurance and financial reporting
- Strategic business planning and advisory

Managed Services and Outsourcing Solutions

- Finance and accounting solutions
- Technology solutions (managed security, IT, cloud and networks)
- Human resource solutions

Specialized Consulting

- Corporate investigations and security
- Business valuation
- Turnaround, restructuring and insolvency
- Litigation support

Wealth Management*

- Asset management and financial planning
- Risk analysis and evaluation of insurance coverage
- Planning and analysis for retirement, estate and education savings

 Founded in
1941

138  **850+**
Number of principals Number of associates

 **170.4 million**
Total revenue in 2021

INDUSTRIES SERVED

Rehmann serves a wide range of clients. A full list of industries can be found on rehmann.com.

- Manufacturing
- Healthcare
- Private Equity
- Individuals & Private Households
- Financial Services
- Construction
- Not-for-Profit
- Commercial
- Government
- Education
- Cannabis

HLB INTERNATIONAL

Rehmann is an independent member of HLB, the global advisory and accounting network. Founded in 1969, HLB is a global network of advisory and accounting firms. Their commitment to quality and excellence has been the driving force in helping clients grow across borders, offering audit and assurance, tax and a wide range of advisory services. Learn more at <https://www.hlb.global/>.

*Securities offered through Rehmann Financial Network, LLC, member FINRA/SIPC. Investment advisory services offered through Rehmann Financial, a Registered Investment Advisor.

STATEMENT OF METHODS AND WORK PRODUCT

Rehmann's vision is to bring a bold new level of confidence by providing insights and solutions that maximize the potential of clients like you. By understanding what's important to IRMCD, our team will deliver services in an efficient manner and advise you proactively, not reactively, so that your district can achieve and maintain its desired goals. We are committed to exceeding your expectations.

STATEMENT OF WORK/OBJECTIVES

Compensation Benchmarking Study, Salary Ranges and Salary Grading, Comparable Benefit Evaluation Job Evaluation System

The District has expressed an interest in utilizing an experienced compensation consultants to conduct an updated wage and total compensation study, design a wage pool matrix for merit increases and create a job evaluation system to classify the hierarchy of jobs. We are pleased to respond to this opportunity to assist.

To illustrate scope of work and cost, this proposal reflects comparing data of the District based on an estimate of 30 positions, 23 different classifications with job descriptions in one geographic location. It can be adjusted in scope accordingly to the precise number of positions for the jobs that will be included in this project.

Regarding the project objectives, it will be our intent to provide the information necessary so you may evaluate employee wages against benchmark comparisons based on current information. The resulting comprehensive report will enhance the organization's ability to recruit, retain, motivate, and advance your employees. To accomplish this, we will:

- Ensure there's a solid understanding of the specific duties and responsibilities of each position included in the study, based on the District's job descriptions provided.
- Establish a competitive labor market and conduct an updated market survey of wages.
- Present wage comparisons in a comprehensive and useful manner.
- Evaluate any individual's jobs for pay grade reclassification based on the updated market results.
- Provide recommended specifications for implementing any suggested changes.

It will be our intention to gather extensive market data, summarize this data in a meaningful way and use the results to develop recommendations for updating the compensation plan and related comprehensive programs for the District.

OUR APPROACH

Our approach for achieving the objectives will incorporate several important overall rationales. Specifically: *Client-consultant communications will be a paramount consideration.* We will work closely with you to assure concurrence on the conduct, and the progress of the engagement, as it relates to thoroughness, scope and applicability.

KEY DEPENDENCIES

What we need from you to ensure this project is thoroughly analyzed and executed are updated job descriptions, current payroll reports and related documentation, access to speak with applicable leaders and key employees identified, and to ensure you attend client check-in meetings which will be scheduled at mutually agreed upon times. We will provide a list of what would be helpful and valuable for you to provide.

PROJECT WORK PLAN

We will structure the project into the following specific phases:

Phase 1: Collect and Review Client Data

Meet and Refine the Work Plan

It will be our intention to work closely with the District team to develop the classification and compensation system customized to your organization. Related, as a first step in the study process, we will meet with your selected representative(s) to:

- Further define, and logistically plan, our approach and work schedule
- Determine an approach for ongoing feedback
- Understand the organization's compensation philosophy
- Understand the District's budget to help ensure the model is fiscally sustainable
- Further define the number of employees that fall below \$15 per hour (2026 minimum wage) and discuss goal for meeting state requirements
- Understand if there are critical key areas that must be reviewed first
- Review of any policies and procedures related to compensation
- Identify known comparable organizations
- Review existing compensation package
- Additional meetings will be scheduled at key junctures of the study process and presentations incorporated into the schedule. These meetings will provide an opportunity to update status, share preliminary findings and solicit the input needed to guide the study.

Collect and Review Compensation-Related Documentation

Additionally, at project inception, we will collect and review relevant updated compensation information from the District, including any new or updated existing job descriptions, incumbent census data, any existing pay grade structures and all other information that will provide us with an understanding of classification and compensation issues as well as comparative compensation.

Review Job Descriptions

Your existing job descriptions will provide our consultants with a good overview of job duties and reporting relationships. Reviewing the job descriptions, we will focus on:

- Obtaining a broader definition of duties and responsibilities for all positions for purposes of an updated market survey and possibly evaluating pay range positioning.
- Clearly defining key duties, certifications, educational and experience factors, and any other unique variables, to be used to compare the positions to the labor market.
- Ensure that job descriptions are in compliance with FLSA standards, and federal, state or local regulations.

Phase 2: Gather, Organize and Analyze Survey Data

Gather Survey Data

The District's data will be collected from census and compensation data payroll reports provided by the District. This information, along with comparable government entities and private industry data from geographical areas and industry (which shall include salary surveys, and our subscription-based services) will be utilized to provide a thorough and comprehensive base of data for comparison.

The following information will at a minimum include the following:

- Title of Comparable Classifications
- Minimum and Maximum Annual Salary
- Longevity Pay
- Education/Certification Pay
- Acting Assignment Pay
- Date and amount of last and next cost of living increase
- Monetary incentives not otherwise outlined
- Promotional opportunities
- Employer paid benefits, retirement savings program, paid time off benefits
- Health, dental, vision insurance, disability insurance, life insurance – employer paid levels, employee premium, and plan design options

Develop Compensation Matrix

In addition to wages, we will build a matrix for gathering other relevant compensation data, such as:

- Wage components not reflected in base wages, such as bonus plans
- Deeper review of any hard to fill positions
- Job description and benchmark reference titles

Develop Benefit Comparison Matrix

In addition to direct monetary compensation, we will build a matrix which will compare the District's benefits to those of other comparable public agencies. The matrix shall include the following:

- Employer paid benefits, retirement savings program, paid time off benefits
- Health, dental, vision insurance, disability insurance, life insurance – employer paid levels, employee premium, and plan design options

Apply Survey Results and Establish Pay Ranges and Salary Grading

Upon reviewing survey results and comparisons, we will compile the data and make recommended pay ranges. There will be more considerations than simple updates. There is a synergistic connection between the pay ranges including a particular percentile between each pay grade. In this situation, any changes to pay ranges must consider the overall impact. This and other related issues will be a subject of discussion before a recommend approach is finally developed.

In addition, we will design a salary grading chart of the positions, showing the lateral and hierarchal relationship of the positions. We will ensure positions performing similar work with the same level of complexity, responsibility, knowledge, skills and abilities are classified together. We will build in additional levels at the managerial, director and/or executive level, to allow a template for future growth.

Position Current Payrates within New Pay Ranges

The market data may identify some jobs and individuals that need adjustment. These adjustments may include internal equity and compression issues. We will identify any such jobs and discuss our findings with the District. Recommendations will be made for pay changes and/or pay range levels. In formulating these recommendations, it will be important not to suggest changes that threaten the integrity of the overall pay grade structure.

- Application of delta/gap findings based on client's compensation philosophy in comparison to benchmark data
- Include a recommendation to address wage compression due to the minimum wage changes in the State of Florida

Note: Proposed changes to the pay grade structure, including updated pay ranges and (possibly) individual adjustments to grade levels can be cost-estimated for implementation.

Phase 3: Develop Job Evaluation System

Develop a position evaluation system that responds to ongoing requests for position changes. This system will consist of all the necessary tools to make classification changes as future positions are added. This Evaluation system will include assessment instruments, scoring tables, evaluation forms, etc. and conform to the following:

- All legal requirements.
- Efficient for management to administer, maintain, and defend.
- Effectively and efficiently responds to organizational change.
- Supports internal/external equity.
- Supports the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
- Provides a transparent and objective system for new positions to be incorporated; appropriate market adjustments to maintain the salary and benefit plan's competitiveness.
- Provides a classification system in electronic medium. Maintenance should include annual activities, as well as the process that Human Resources would use in the review of the classification of individual jobs, as needed.
- Rehmann will conduct this "point factor analysis" for each position.

We will compare similar positions in terms of scope and responsibility and identify job families with common organizational characteristics. Rehmann will then confirm and/or recommend changes to hierarchical order of jobs using the new evaluation system. Rehmann will utilize the following nine-point factor analysis:

- Factor 1 - Education/Skill
- Factor 2 - Supervisory Controls
- Factor 3 - Guidelines
- Factor 4 - Complexity
- Factor 5 - Scope and Effect
- Factor 6 - Personal Contacts
- Factor 7 - Purpose of Contacts
- Factor 8 - Physical Demands
- Factor 9 - Work Environment

This process also includes the review, revision or creation of related policies as necessary.

Phase 4: Develop and Present Final Report

At the conclusion of Phase 3, we will develop a comprehensive final written report and survey tool and present findings and overall project methodology to the IRMCD after final review of draft. This will include:

- A written summation of all project methodologies
- Recommended updates to policies and procedures related to compensation
- All summary results via the survey tool
- A clear presentation of all comparison data for wages and compensation results
- An electronic document of the Job Evaluation System
- Review of final report and survey tool delivery presentation to client

EFFECTIVE USE OF TECHNOLOGY

Technology continues to evolve rapidly, allowing Rehmann to enhance our client experience. Many of our clients embrace a remote engagement approach and find it to be the most efficient and effective process for all involved. Whether the IRMCD desires to work in-person or remotely with our team, rest assured that Rehmann has the capability to seamlessly meet your needs no matter what is happening in the world. Our enhanced technology is convenient for clients. Rehmann's electronic document request list allows for safe, efficient information transfer.

- Collaborative communication — associates use secure tools for video conferencing, presentations and phone calls
- Work from anywhere, anytime tools — a Virtual Private Network (VPN) enables Rehmann associates to access network data remotely, in a completely protected way
- Investment in backup technology to allow for consistent, reliable performance and availability

WORK SCHEDULE

An estimated timeline for each of the stages is as follows:

STAGE	LENGTH OF TIME
Phase 1: Collect and Review Client Data	
Phase 2: Gather*, Organize and Analyze Survey Data (wage and benefit)	6 - 8 Weeks
Phase 3: Develop Job Evaluation System	2 - 3 Weeks
Phase 4: Develop and Present Final Report	2 Weeks
Total Estimated Time:	10 - 13 Weeks

**Length of time may vary based on approach and cooperation of other agencies – With assistance from IRMCD this time may be on the lower end of the time estimate. This time estimate will be confirmed during the kick-off meeting.*

COST OF SERVICES

The majority of the project will be performed by your dedicated Senior Human Resources Business Partner, with support and oversight from one of our Senior Managers and our Principal.

For Phases 1 and 2, based on 30 positions/23 classifications with one geographic location, professional fees to complete the project are estimated at \$14,500. If the number of positions and number of geographic locations change, then the project will be requoted.

For Phases 3 and 4, for the Job Evaluation System, professional fees to complete the project are estimated at \$6,500.

STAGE	COST
Phase 1: Collect and Review Client Data	\$ 14,500
Phase 2: Gather*, Organize and Analyze Survey Data (wage and benefit)	
Phase 3: Develop Job Evaluation System	6,500
Phase 4: Develop and Present Final Report	
Total	\$ 21,000*

*A not to exceed travel limit has been provided below.

As a new client whom we deeply value to forge strong trust and collaboration with to support your business needs, we have reduced our standard fees for the duration of this multi-phased project.

STAFF LEVEL	STANDARD RATE	IRMCD RATE
The CHRO/Principal	\$335	\$315
The HR Director/Senior Manager	\$225	\$200
The HR Manager/Manager	\$185	\$165
Senior HR Business Partner	\$145	\$135

OUT OF POCKET EXPENSES

Fees for travel, lodging and mileage will be submitted upon pre-approval for any overnight stay required. Our special travel rates are \$70 per hour. We would propose a not to exceed amount of \$3,500.

TRANSPARENT BILLING

All invoices received by the IRMCD will be detailed to ensure you have a clear understanding of the services being billed – if there's anything left to question, our team will be there to address it. If it is determined that services are required beyond the scope of the proposed engagement, we will discuss this with the IRMCD prior to beginning any work in order to ensure agreement on scope and fees, which will be determined based on the amount of professional time and the level of personnel required to complete the project.

KEY PERSONNEL

The core service team for IRMCD will include individuals with extensive industry and technical knowledge. These individuals not only have the experience providing the services outlined in this proposal, but they also represent senior management of our firm. Our service philosophy guarantees significant involvement of our executives as part of each client relationship.

REHMANN CLIENT SERVICE PHILOSOPHY

One Team. One Focus. Your Success – Your Rehmann team will have the optimal combination of skills and experience to support your success. Your primary business advisor, principal **Susan West, SHRM- SCP, SPHR** and her successor principal **Elizabeth Williams, SHRM- SCP, SPHR**, will:

- Continually customize a cross-functional team tailored to your current needs that can help meet IRMCD's goals and objectives for the future.
- Ensure we are meeting and exceeding your needs by identifying and bringing to your attention value added business solutions.
- Provide access to additional resources available within our firm and through our industry networks.

Senior manager **Kerreen Conley** will be directly involved in the relationship and immediate oversight of project timeline management. She will be actively involved, listen to your needs and respond with suggestions. Kerreen has extensive experience (25 + years) working in and with public sector agencies as an HR professional and in other senior level positions.

Specific to this proposal, the team is comprised of staff who have provided HR compensation services to the public sector. This team brings a unique perspective that sets us apart from others. We bring both private and public experience expanding to several local, state, and federally funded agencies.

All of the personnel assigned to your engagement have substantial experience providing consulting services to organizations like yours. Their qualifications mean the transition to our firm would proceed very smoothly, with minimal disruptions to your operations.

In addition, throughout the year you can expect an objective Rehmann advisor to serve as IRMCD's client ambassador. Your client ambassador will ask for feedback on the quality of our service and about your experience as a Rehmann client to ensure we are doing all that we can to exceed your expectations.


The Rehmann client service delivery model ensures you will have direct access to all members of your Rehmann team.

Biographical resumes of each of the key team members are included on the following pages.



SUSAN WEST, SPHR, SHRM-SCP

PRINCIPAL
Human Resource Solutions

 248.952.5000

 susan.west@rehmann.com

 **Alma College**
BBA, economics

Central Michigan University
MA, business administration

CURRENT ROLE

With a passion for uplifting human resource functions and leadership talent in small to mid-size companies, Susan focuses on providing the expertise and guidance for addressing and improving HR business performance for clients. Whether the need is complete HR outsourcing, payroll processing, an employee handbook, personnel file management, policy development, anti-harassment training, dealing with an employee concern or a larger organizational initiative, Rehmann has the tools and resources that will provide value and fit each client's need.

SERVICE AREAS

- Human resource consulting and outsourcing
- Leadership coaching and training
- Strategic planning

EXPERIENCE

Prior to joining Rehmann in 2019, Susan was the founder and CEO of QuadWest Associates, LLC, which combined with Rehmann to offer an expanded level of service. She has extensive experience providing HR consulting, business and leadership coaching, leadership development training and tools for her client's use.

Susan brings over 25 years of corporate executive, operational and human resource experience to her clients. She served as president of multimillion joint venture, vice president for a large staffing company and director of HR for a non-profit organization.

She earned the Senior Professional Human Resources (SPHR) certification in 2010 and SHRM Senior Certified Professional in 2015.

A CLOSER LOOK




- Involved in the community, Susan is a past board member of the Detroit SHRM and past board president of the Automotive Women's Alliance.
- Susan has successfully set up and managed HR departments for a number of clients, including a company of 240+ employees with 6 locations; and a manufacturing firm experiencing a 46% increase in staffing.
- With international experience, Susan delivered 80 hours of leadership, communication skills and conflict resolution training to management team in Xikou, China.

“Our goal is to help businesses grow, achieve their strategic goals and strengthen their team members.”



ELIZABETH WILLIAMS, SPHR, SHRM-SCP

PRINCIPAL
Human Resource Solutions

-  248.458.7924
-  elizabeth.williams@rehmann.com
-  **Adrian College**
Bachelor of Arts

“My primary focus is to provide a customized, collaborative experience for my clients. We create a solid foundation of support by building a strong HR infrastructure, so clients can focus on their key business initiatives.

CURRENT ROLE

As a strategist and thought leader, Elizabeth collaborates with Rehmann leaders, drives the growth of the HR solutions practice, leads Rehmann’s team of consultants and impacts her client organizations through progressive human capital strategies.

Elizabeth is based in Rehmann’s Troy office, with a presence in the Grand Rapids location as well.

SERVICE AREAS

- Human resource consulting and outsourcing
- Leadership coaching and training
- Strategic planning

EXPERIENCE

Prior to joining Rehmann, Elizabeth led the corporate HR strategy within a private equity firm in the defense contract space, harmonizing HR processes in their portfolio of companies across the US, while conducting due diligence for new acquisitions to integrate into the corporation.

With more than 20 years of experience, her breadth and depth of experience span the full scope of human resources management, including training and organizational development, recruitment, union labor relations, benefits and compensation plan designs, company culture change and employee engagement, investigative behavioral analysis, executive coaching, as well as due diligence with mergers and acquisitions on both sides of the process.

Elizabeth has held HR leadership roles in privately held, publicly traded and private equity firms, and also has global HR experience. Her prior years of consulting include advising family-owned businesses and work in many industries, such as insurance agencies, medical offices, aerospace, public relations, news and media, mortgage and professional services firms and many manufacturing environments.




A CLOSER LOOK

- Elizabeth serves as the 2022 president on the Board of Directors for Greater Ann Arbor SHRM.
- Elizabeth is a speaker and panelist on a wide variety of HR topics and has written several leadership training workshops.



KERREEN CONLEY

SENIOR MANAGER
Human Resource Solutions

-  734.302.4118
-  kerreen.conley@rehmann.com
-  **Central Michigan University**
BS, business administration
- Eastern Michigan University**
Master of Human Resources and
Organization Development
Master of Business Administration

“We take pride in developing strong relationships with clients based on trust and transparency. We deliver quality service by listening to their needs and exceeding their expectations.

CURRENT ROLE

Kerreen is people-focused, providing leadership, management and strategic input on broad HR initiatives which cultivate positive and results-driven work cultures. Kerreen helps to ensure that Rehmann's valued clients have operational controls, administrative and reporting procedures, and people systems in place to effectively meet business needs of a wide range of industries. Her passion for fostering strong employee relations and aligning corporate strategies positions Rehmann's clients for success.

Kerreen is also a part of Rehmann's Public Sector Workgroup, sharing her public sector knowledge with other Rehmann associates.

SERVICE AREAS

- Human resource consulting and outsourcing
- Client relations
- Employee and labor relations
- Employee engagement and development
- Policy administration and compliance
- Performance management
- Process improvement
- Executive recruiting

EXPERIENCE

Prior to joining Rehmann Kerreen served as the Head of Human Resources with experience in executive recruiting, performance management, benefit administration, employee engagement and the negotiation of employee and labor agreements. With more than 25 years in employee and labor relations, Kerreen also has experience investigating and resolving complex employee and labor relation issues.

She has successfully led organizational change efforts in complex organizations resulting in increased employee productivity, operational efficiency, award winning compliance and increased customer satisfaction.

A CLOSER LOOK

- Dedicated to her own and others continuing education, Kerreen has presented at both local and national conferences on “Re-Defining Roles, Re-Engaging Employees and Reducing Cost”, and “How to Get a Seat at the Table”.
- Kerreen is certified in and has trained other executives in Ken Blanchard's Situational Leadership (SLII).
- Kerreen is a member of the National Society of Human Resources Management and the Michigan Public Employee Labor Relations Association (MPELRA).



KATIE STEWART, MA, PHR, SHRM-CP

SENIOR MANAGER
Human Resource Solutions

616.301.6305

katie.stewart@rehmann.com

Chicago School of Professional Psychology
MA, industrial/organizational psychology

CURRENT ROLE

Katie provides her clients with what they need most, whether that is as big as full-service human resource support or as small as offering her knowledge on human resource related inquiries.

Katie serves clients across a wide variety of industries including healthcare, cannabis, manufacturing, professional services, franchisees and food production. Her clients have ranged in size from less than 10 employees to more than 2,000 employees.

SERVICE AREAS

- Human resource consulting and outsourcing
- Client relations
- Employee retention, growth and engagement
- Human resource department structuring
- Compliance
- Leadership coaching and training

EXPERIENCE

Katie joined Rehmann in 2022 after having worked in the human resource consulting industry since 2008. She partnered with small to mid-sized businesses to provide human resource outsourcing, benefits administration, payroll and risk management.

Katie's experience also includes working in unionized environments, successfully supporting clients through immigration audits, assisting with the setup of client's full human resource infrastructure and navigating clients through the ever-changing employment law landscape.

A CLOSER LOOK




- Dedicated to her client's success, Katie holds her Coaching Certificate and is a Certified Labor Relations Leader.
- Katie is an active member of the Human Resources Group of West Michigan (Local SHRM Chapter) and has been invited as a speaker to multiple Michigan and Illinois State SHRM Conferences.

I value getting to know my client's business and understanding their industry, culture and leadership styles, so I'm able to recommend best practices that will fit within their business environment.



JENNIFER TALWAR, PHR, SHRM-CP

MANAGER
Human Resource Solutions

-  248.458.7886
-  jennifer.talwar@rehmann.com
-  **Oakland University**
BS, human resources development
- Wayne State University**
MA, employment and labor relations

CURRENT ROLE

Jennifer serves as an advisor to small to mid-sized companies, providing talent management, immigration coordination, safety support, benefits administration, payroll, training and compliance. Her focus on developing a deep understanding of her clients’ human resources needs, along with a thorough knowledge of their business model and culture, enables her to recommend policies and procedures customized for their company.

SERVICE AREAS

- Employee relations
- Policy administration and compliance consulting
- Recruiting
- Human resource consulting and outsourcing
- Compensation surveys

EXPERIENCE

Prior to joining Rehmann in 2019, Jennifer was a human resources business partner with QuadWest Associates, LLC, which combined with Rehmann to offer an expanded level of service. Jennifer brings over 20 years of experience in human resources in a broad range of industries, including manufacturing, automotive, health care and the staffing industry.

A CLOSER LOOK

- Clients rely on Jennifer for her in-depth knowledge of employment law and administration and how it may impact their organization’s policies and procedures.
- Jennifer maintains her Professional in Human Resources Certification (PHR), demonstrating her knowledge and practical experience in human resource management, in addition to the Society Human Resources Management, Certified Professional (SHRM-CP) certification.
- With experience in both union and non-union settings, Jennifer is knowledgeable about the legal compliance and dispute resolutions issues unique to those environments.
- Jennifer’s experience as a corporate HR manager and as a consultant serving a wide variety of clients gives her a well-rounded perspective that enables her to leverage best practices and provide proactive ideas.

“I truly enjoy working with clients to support their goals and develop and enhance their HR practices.”

REFERENCES

We invite you to contact our clients directly and ask about our people, capabilities and service. Below are several engagements that are similar to IRMCD's engagement.

Southwest Solutions

Industry: Not-for-profit

Michelle Sherman, CPA, Chief Operating Officer
5716 Michigan Avenue, Suite 3000
Detroit, MI 48210
313.481.3103
msherman@swsol.org

Description: Completed full compensation salary survey for 250 employees.

JetCo Federal Supply

Industry: For-profit small business

Sue Tellier, President
5575 Kraft Ave. SE Ste. 100
Grand Rapids, MI 49512
sue@jetcofederal.com

Description: Completed full salary survey for 20 employee size, govt. contractor.

AuSable Valley Community Mental Health Authority


Industry: Not-for-profit

511 Griffin Rd.
West Branch, MI 48661
989.362.8636

Description: Completed ongoing HR Support, onsite, remote, recruitment, benefits administration, employee relations, compensation review for difficult positions. Is currently completing full compensation study for 200 employees with 54 different classifications.

INSURANCE

PROFESSIONAL LIABILITY

 **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
04/28/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Affinity Insurance Services 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034	CONTACT NAME: _____ PHONE (A/C, No., Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____ INSURER(S) AFFORDING COVERAGE NAIC # _____ INSURER A : Continental Casualty Company (CNA) INSURER B : _____ INSURER C : _____ INSURER D : _____ INSURER E : _____ INSURER F : _____
INSURED Rehmann, LLC 5800 Gratiot Avenue Saginaw, MI 48638	

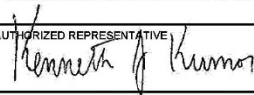
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COM/PO/OP AGG \$ _____ \$ _____
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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A <input type="checkbox"/>					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
A	Professional Liability Insurance		ABF-275319302	05/01/22	05/01/23	\$10,000,000 per claim and in the annual aggregate *


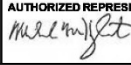
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insureds: Baker Tilly Rehmann Robson LLC; C-PAS, LLC; Dawson Wealth Management, LLC (01/01/2010); Kathryn Laethem (08/01/2005); Kerby Bailey LLC; Kerby Bailey & Associates, Inc; Rehmann Accounting, LLC; Rehmann Capital Advisory Group, LLC; Rehmann Capital Financial Group, LLC; Rehmann Consulting LLC; Rehmann Corporate Investigative Services, LLC; Rehmann Financial, LLC; Rehmann Financial Group, LLC; Rehmann Healthcare, LLC; Rehmann Insurance Group, LLC; Rehmann Payroll; Rehmann P.S.O. LLC; Rehmann Recruiting, LLC; Rehmann Robson, LLC; Rehmann Robson PC; Robson Accounting, Inc.; Jay B. Berger (01/01/2008) for services rendered on behalf / direction of Rehmann Financial Group, LLC; Detroit Public School (06/05/2008); Rehmann International Wealth Managers LLC, but only for services rendered prior to 3/1/12.

CERTIFICATE HOLDER Rehmann, LLC 5800 Gratiot Avenue Saginaw, MI 48638	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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GENERAL, AUTO, UMBRELLA

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/30/2021															
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																			
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																			
PRODUCER Hylant - Toledo 811 Madison Ave Toledo OH 43604				CONTACT NAME: PHONE (A/C, No, Ext): 419-255-1020 FAX (A/C, No): 419-255-7557 E-MAIL ADDRESS:															
INSURED REHMGRO-01 Rehmann, LLC Rehmann Technology Solutions, LLC Rehmann Robson, LLC 5800 Gratiot Road Saginaw MI 48638				<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Prop Cas Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER B : Travelers Casualty & Surety Co</td> <td>19038</td> </tr> <tr> <td>INSURER C : Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER D : Charter Oak Fire Insurance Co</td> <td>25615</td> </tr> <tr> <td>INSURER E : Travelers Casualty Ins Co Amer</td> <td>19046</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Prop Cas Co of Amer	25674	INSURER B : Travelers Casualty & Surety Co	19038	INSURER C : Federal Insurance Company	20281	INSURER D : Charter Oak Fire Insurance Co	25615	INSURER E : Travelers Casualty Ins Co Amer	19046	INSURER F :	
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INSURER F :																			
COVERAGES		CERTIFICATE NUMBER: 666339448		REVISION NUMBER:															
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CERTIFICATE HOLDER				CANCELLATION															
FOR INFORMATIONAL PURPOSES				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.															
				AUTHORIZED REPRESENTATIVE 															
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DEBARMENT OR OTHER DISQUALIFICATION

Rehmann shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, Rehmann shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor / subcontractor during any period that the contractor / subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24.

NEXT STEPS

Thank you for the opportunity to propose services to IRMCD. We are confident Rehmann will meet and exceed your expectations. Please contact us with any questions you may have.

Susan West, SPHR, SHRM-SCP | 248.952.5000 | susan.west@rehmann.com

Elizabeth Williams, SPHR, SHRM-SCP | 248.458.7924 | elizabeth.williams@rehmann.com



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the John Scott Dailey
**FLORIDA
INSTITUTE OF
GOVERNMENT**
at the University of South Florida

**We specialize in realizing and
implementing big ideas in
the public sector.**



Indian River Mosquito Control District
IRMCD RFP 2022-04
Compensation Study and Analysis

November 9, 2022

Prepared for:
IRMCD Purchasing Department

Prepared on behalf of:
Angela Crist, Director
University of South Florida
Florida Institute of Government
Tampa, FL



the John Scott Dailey
FLORIDA
INSTITUTE OF
GOVERNMENT
at the University of South Florida

November 9, 2022

To Indian River Mosquito Control District Purchasing and Leadership Team:

The John Scott Dailey Florida Institute of Government at the University of South Florida (FIOG at USF) is pleased to submit this proposal to the IRMCD for a Classification and Analysis Study.

Through a collaborative partnership between the USF FIOG, the School of Public Affairs at the University of South Florida and Creative Insights Corporation, the USF Team proposes to complete the work herein.

Enclosed you will find a detailed proposal that demonstrates the USF Team's approach to completing the deliverables of this study. The USF Team believes that a particular strength of our approach is our institutional capacity to conduct the entire project "in-house". This capacity is based on the extensive personnel and technological resources available through the University of South Florida.

Organizations, regardless of size, should periodically assess their compensation structures in order to protect their best resource, their employees. When an organization provides competitive compensation, it maintains a high-quality workforce capable of delivering quality services at highly productive levels. Employers who pay competitively also reduce the costs associated with recruitment, selection and training of new employees. Productivity may also increase when organizations assess and make efforts to improve their compensation plans. When employees believe they are paid fairly, they spend less time focused on pay inequality issues and more time working on necessary public service goals.

Sincerely,

Director,
THE JOHN SCOTT DAILEY
FLORIDA INSTITUTE OF GOVERNMENT
4202 E Fowler Avenue, SOC 107
Tampa, FL 33620
(813) 974-2346 Office
acrist@usf.edu
fiog.usf.edu

A: ORGANIZATION INFORMATION

The John Scott Dailey Florida Institute of Government at the University of South Florida (FIOG at USF) is pleased to submit this proposal to the Indian River Mosquito Control District (IRMCD) for the Compensation Study and Analysis RFP.

Through this public-private partnership, the USF Florida Institute of Government at the University of South Florida, the School of Public Affairs at the University of South Florida, and Creative Insights Corporation propose to plan and execute a Compensation Study and Analysis with IRMCD for the purpose of ensuring that IRMCD retains and recruits the most competent employees and that it remains competitive with local and statewide labor markets, as well as to provide a fair and equitable compensation system for its current employees.

Enclosed you will find a detailed proposed scope and responses to the RFP.

Legal Name of Firm

The John Scott Dailey Florida Institute of Government (FIOG) at the University of South Florida (USF)

Type of Entity

Governmental Entity

Contact Name

Angela Crist, Director, Florida Institute of Government at the University of South Florida

Contact Address, phone number, and email

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Name of person authorized to enter contract on behalf of firm

Contact Name and Title: Eric Kern, Director of Sponsored Research at the University of South Florida

Website

www.fiog.usf.edu -AND- <https://www.usf.edu/research-innovation/sr/>

Primary services

Developing and implementing technical assistance, training and research programs, services, and grant and contract administration activities involving federal, state, and local governments, non-profit organizations, and the private sector within a wide range of topics, strategic planning, goal setting and other technical areas of expertise such as human resources administration in the public sector, employee satisfaction surveys, citizen engagement surveys, and community meeting facilitation.

Primary market/customers

Local and state government

Number of years in business

The USF Florida Institute of Government was established in 1989 by the Florida Legislature.

B: STATEMENT OF METHODS AND WORK PRODUCT

APPROACH TO COMPENSATION STUDY AND ANALYSIS

To fulfill the needs of the IRMCD as outlined in the RFP, the USF Team will be executing tasks related to conducting a compensation study and identifying market comparators to insure horizontal pay equity within the IRMCD's local and state labor market. We will work to conduct a Job Analysis and Evaluation and Pay Plan Review, which will include reviewing current compensation practices, job description and classification review.

Project Orientation

The USF Team will schedule an initial meeting with the IRMCD HR staff and leadership for the purpose of: clarifying expectations of the process and outcomes; roles, tasks, and responsibilities; budget, deadlines, and deliverables. The USF Team will discuss the recommended survey instruments to be used, process, class specification formats, review of current classification and compensation structures, key personnel to interview, as well as any known issues or targeted areas of concern and outcomes.

Product Deliverable #1:

Comparative Salary Analysis and Assessment of IRMCD With State/Local Market Comparators

Description and Goals of this Deliverable:

This analysis will report the competitive nature of IRMCD in comparison with 15-20 comparable Mosquito Districts in the local labor market and in like sized agencies across Florida. It will review all positions currently in place within IRMCD as compared with equivalent positions in other "sampled" Mosquito Districts. Salary data and position descriptions for this analysis will be collected from all sampled mosquito districts for review and comparison with all IRMCD positions. Compa-ratio analysis will be the methodological approach employed to determine the existing state of IRMCD positions relative to the comparison groups, which will be aggregated to provide state market, local market, and overall market comparisons, where applicable. The report will provide an analysis of each employee's position relative to external market data. It will also provide insights relating to market adjustments for consideration based on market salary pressures as well as provide insights relating to classification adjustments that might be needed in the IRMCD current classification of positions (assuming one to be in use). The analysis will also grant USF's Research Team the ability to assess the consistency in external market equity for pay offered to IRMCD employees as well as internal equity pay considerations (both horizontal and vertical) within IRMCD's current salary structure.

Product Deliverable #2:

Comparative Benefits Analysis and Assessment of IRMCD With State/Local Market Comparators

Description and Goals of this Deliverable:

Concurrent with the collection of salary data and position descriptions for the salary analysis, the USF Research Team will also be collecting information for the analysis and assessment of comparative benefits offered by IRMCD with the Mosquito District comparison group previously approved by IRMCD leaders. In this aspect of the study, the USF Research Team will conduct a survey analysis to assess compensation factors that play into the compensation received by IRMCD employees. While the initial benefits survey will likely be electronically submitted, it is expected that USF Researchers will also follow-up with sampled mosquito district benefits specialists for additional clarification relating to the nature of benefits provided in their individual districts. Examples of the types of information collected will include (but not necessarily limited to): uses of merit plans, application of step plans, collective bargaining representation, application and consistency of Cost-of-Living Adjustments (COLAs). In addition, the report will document tuition benefits and educational attainment incentive pay, certification and licensure pay, hazardous pay, monetary pay methods for “Topped Out” employees, and other monetary Incentive strategies that influence pay beyond base pay provided within other mosquito districts. The data collected and analyzed will enable the USF Research Team to develop a comparative spreadsheet noting how IRMCD compensation benefits compare relative to other areas local and state mosquito district units.

Product Deliverable #3:

[Overall Assessment of Pay and Benefits Offered by IRMCD with Recommended Updates in IRMCD's Compensation System](#)

The final deliverable will take into account information collected and analyzed in Product Deliverables #1 and #2. Based on such information, the USF Research Team will provide its recommendations for adjustments in pay and classification of all positions within IRMCD to align its compensation package more appropriately within its labor market. This report will also provide recommendations about adjusting IRMCD existing pay and benefits to make it more competitive with other local area district and other similar-sized state mosquito districts. Doing so, will allow IRMDC to place itself within a more competitive stance in order to recruit, attract, hire and retain new and existing employees. The report will also offer insights relating to the fiscal impact that such changes will have on current and near-term budgetary cycles,

With Product Deliverables #1, #2, and #3 completed, the IRMCD will better ascertain its position in its marketplace as well as gain new methods for enhancing its position within the labor market. It will be better positioned to sustain its high-quality workforce within reasonable fiscal resource constraints.

Final Report Deliverable:

Following feedback from the IRMCD leadership team, Product Deliverables #1, #2 and #3 will be incorporated within a Final Report document for IRMCD application and action.

C: WORK SCHEDULE

Our team understands work on this project is to begin as soon as the bid is awarded and be completed within approximately four months given the holiday season. Based on an anticipated start date of 12/15/2022 and a project lasting approximately 4 months, we've indicated the project and final report will be completed by April 15, 2023.

The timeline may be adjusted at the discretion of IRMCD staff. The total project duration would be approximately three to four months to complete the scope of services from execution of a signed contract. **Note:** This outline is tentative and will be refined based on initial consultation with staff. It is intended to serve as a starting point for discussions to develop a final agreed upon schedule.

Proposed Timeline:

Kick Off and Work Plan Refinement	December 15, 2022
Data Collection and Analysis	December 2022-February 2023
Meeting with IRMDC Leadership to Discuss Deliverables	February 2023
Meeting with IRMDC Leadership to Discuss Draft Report	March 2023
Final Report to IRMCD	April 15, 2023

Product Deliverable #1:

Comparative Salary Analysis and Assessment of IRMCD With State/Local Market Comparators
Report Deliverable Date: February 28, 2023

Product Deliverable # 2:

Comparative Benefits Analysis and Assessment of IRMCD With State/Local Market Comparators
Report Deliverable Date: March 20, 2023:

Product Deliverable #3:

Overall Assessment of Pay and Benefits Offered By IRMCD With Recommended Updates in IRMCD's Compensation System

Final Report Deliverable:

Report Deliverable Date: April 10, 2023

D: COST OF SERVICES

Based on the scope and expected deliverables, the investment to cover the FIOG's costs to complete the proposed Compensation Study and Analysis is listed below.

The budget was prepared by the USF Team with the understanding that all key deliverables are incorporated into faculty, staff and/or consultant compensation time for doing their individual scope of work, respectively. Project pricing is effective and renewable at the proposed rate for up to four years with a onetime 3% overhead increase during that timeframe.

Total: \$39,075

Estimated Travel: \$1,800

Total Cost not to Exceed: \$40,875

The pricing above is based on current scope of work. If work is extended beyond this scope of work, additional fees will be assessed at \$200/hour of work.

E: KEY PERSONNEL

PROJECT TEAM

Our team includes experts in Human Resource and Project Management for local government. The following will be engaged to provide Technical Assistance to IRMCD for a Compensation Plan and Analysis:

John L. Daly, PhD, is the President of Creative Insights and Associate Professor of Public Administration and past Founding Director of the School of Public Affairs at the University of South Florida. His research interests include human resource management and public policy issues facing local government. He also is a specialist of governance and public policy challenges facing southern African nations. John has received two Fulbright Scholar grants to the Kingdom of Swaziland. He first served as a consultant to the Kingdom of Swaziland's government (1998-99). His second Fulbright grant allowed him to join the University of Swaziland faculty (2005-06). Most recently, John was selected as the 2014 recipient of the International City/County Management Association's Academic Award in Memory of Stephen B. Sweeney. This honor was presented to him at the 100th ICMA Conference in Charlotte, NC, in September 2014. John is the author of two books, *Training in Developing Nations* (2005, M.E. Sharpe/Routledge) and *Human Resource Management in the Public Sector: Policies and Practices*, (2012, M. E. Sharpe/Routledge). Dr. Daly has extensive experience providing consulting services to Florida municipal governments, primarily in the areas of human resource management and organizational development.

John also serves as the President of Creative Insights Corporation (CIC) - CIC is a public sector management consulting corporation that he co-founded in June 1996. It provides consulting services to Florida municipal governments, primarily in the areas of human resource management and organizational development. Creative Insights has conducted more than 50 compensation and management related studies for West Central Florida local governments. He and his wife, Debby, have lived in the Tampa Bay area since joining USF in August 1986.

Robyn Odegard, MA, serves as the Program Planner and Analyst for the Florida Institute of Government at USF. In this role, she serves as project manager, program manager, and research administrator. Ms. Odegard is a research professional who has demonstrated research competency and excellence in her own research as well as through her work at the institute. Specifically, she has worked with faculty in the USF School of Public Affairs on numerous technical assistance projects with cities, counties, non-profits, and special districts throughout the Tampa Bay Area. In her role, Ms. Odegard has been actively involved with writing, proposing, managing and/or accomplishing the scope of work for these projects.

In addition, Ms. Odegard has written proposals, conducted project management and written final reports for various projects with Pasco County Community Development Office, Hillsborough County, Manatee County Clerk of the Court, The Town of Longboat Key, and Sarasota County to name a few

Additional Certifications/Qualifications: Robyn holds certifications as a Certified Associate in Project Management (CAPM) from the Project Management Institute and CRA USF-ADVANCED certification

from USF Research and Innovation. She has advanced language skills in both Spanish and Portuguese and cultural competency training certificate from USF Continuing Education.

Angela Crist, MPA, serves as the Director of the USF Florida Institute of Government. She has a proven track record as a high energy, results driven leader recognized for innovative strategies and tactics. Her excellent problem solving and customer-oriented focus have created value and managed client expectations to obtain mutual benefit. With over 20 years of experience, Angela has built and led new department or groups with related staff training and mentoring to attain long-term business goals. She has consistently achieved positive results by motivating and leading organizations to identify, develop and capitalize on business opportunities by forging alliance across organizational boundaries. Her professional affiliations include Florida City and County Management Association, Florida League of Cities, Florida Association of Counties, USF Alumni Association, USF Area Community Civic Association, and Leadership Tampa Bay Alumni Association.

F: REFERENCES

Reference for: Compensation study Creative Insights Corporation and John Daly 20+ years
City of Auburndale
1 Bobby Green Plaza Auburndale, FL 33823
863-965-5530
Jeff Tillman, City Manager
cmo@auburndalefl.com

Reference for: Compensation study Creative Insights Corporation and John Daly
City of Winter Haven
451 Third Street
Winter Haven, Florida 33881
Mike Herr, City Manager
(863)291-5600
mherr@mywinterhaven.com

Reference for USF FIOG Technical Assistance Project-Strategic Planning
City of Tarpon Springs
324 E. Pine Street Tarpon Springs, FL 34689
Renea Vincent, Planning Director
rvincent@ctsfl.us

Reference for USF FIOG Technical Assistance Project-Strategic Planning
City of Newberry
25440 W. Newberry Rd Newberry, FL 32669
352-472-2161 X 6
Mike New, City Manager
mnew@NewberryFl.Gov

G: INSURANCE

The University of South Florida as a member of the State of Florida University System is a self-insured state university with the terms and limitations of its self-insurance provided by law. Proof of Liability Insurance and Workers' Compensation are a part of the State of Florida University self-insurance. However, as a self-insured state university we are unable to provide a certificate of insurance naming a third party.

The IRMCD response to our submitted inquiry regarding the above statement stated this would be acceptable by the IRMCD.

H: DEBARMENT OR OTHER DISQUALIFICATION

The USF FIOG has not been debarred or disqualified as a vendor at the federal, state, or local government level.



IRMCD Employee Policy Manual

Chapter 8
Benefits

Adopted:

Reviewed:

12/13/22

VIII. BENEFITS

A. BENEFIT PLANS ELIGIBILITY

1. Full Time Employees

- a) New employees are eligible for group health and life insurance effective on the first day of the month following completion of 60 days of employment. Any eligibility requirements of the group health or life insurance companies will supersede this policy.
- b) Group health and life insurance open enrollment period is the month of September with changes effective October 1st.

2. Continuing Part-Time Employees

a) Health Insurance

- (1) Continuing part-time employees are eligible to be covered by the District's health insurance policy on a pro-rated hourly basis, calculated against a standard 260-day work year. The employee will be billed by the District monthly for the appropriate percentage of the premium $((\text{premium} \times 12) \times (\text{workdays absent}/260))$. If the insurance carrier does not allow cost sharing, the part time employee will be responsible for the full amount of the insurance.
- (2) IMPORTANT NOTE: The District's health insurance carrier may have additional or more restrictive qualifications for participation in the health plan. For example, the carrier may require that the worker average 30 hours per week before qualifying for coverage or may not allow cost-sharing as described in the preceding paragraph. The District may change its carrier from year to year, or the current carrier may change its requirements.
- (3) The district's criteria for participation in the medical insurance program cannot override criteria imposed by the current insurance carrier, and employees must meet both sets of requirements before being eligible for health insurance.
- (4) PARTICIPATION IN THIS PROGRAM IS OPTIONAL. The employee may sign up for health insurance coverage during any designated sign-up period after the first year of continuing part-time employment with the District.
- (5) It is the part-time employee's responsibility to request participation in this program. if you feel your job description and hours meet the criteria specified above, you must take the initiative in requesting health care coverage.

b) Other Benefits

Typically, continuing part time employees are ineligible for the following benefits: medical leave, annual leave or other employee categories and associated benefits. (Benefits may be awarded at the Director's discretion).

3. Seasonal Employees

Receive no fringe benefits. Not eligible for Florida Retirement System.

4. Elected Officials/Commissioners *(Effective February 9, 2021)*

Elected Officials/Commissioners receive group health insurance for themselves and eligible family members, receive life insurance, and are members in the Florida Retirement System. They are also eligible to voluntarily participate in the 457 Deferred Compensation plan and supplemental insurance. They are not eligible for accumulated vacation leave or sick leave. They are covered by the District's Workers Compensation policy while performing their duties as Commissioners. *(Board Resolution #R-2021-001, adopted February 9, 2021)*

5. Consultants

Are not eligible for any benefits from the District.

B. SPECIAL PLANS

1. Educational Fund

The District encourages employees to take advantage of extracurricular career educational opportunities which can be of direct benefit to the District through a non-accumulating yearly educational fund of \$3,000. The intention of this fund is to assist in providing educational opportunities for employees who are seeking a higher level of education. Examples of opportunities eligible for this educational fund are courses provided at a university, vocational school, or a certification program. If appropriate, applicants are encouraged to solicit outside funding to offset the costs of such requests.

Requirements:

- a) Employees must be employed full time by the District for at least 2 years.
- b) Applications must be submitted in writing, provide an full explanation of the request, include an itemization of the requested funds, and a description of the expected benefits that the employee and District will gain from the opportunity.
- c) A request for compensation from this fund may include, but is not limited to, payment for course tuition and associated fees (e.g., books, lab fees).
- d) Funds will be disbursed on a first come first serve basis.
- e) Each approved educational fund applicant is eligible for up to \$1,000 of assistance per fiscal year.
- f) Courses are not to be taken during employee's scheduled work hours.
- g) If the application is approved by the Executive Director, then it will be submitted for Board approval at a regularly scheduled monthly meeting.

- h) The final grade must be passing (2.5 or higher, a “pass,” or a certificate). A copy of the transcript or another document clearly stating the final grade, or a completed certification must be submitted.
- i) As per the agreement, if the documentation is not provided, the employee would be required to reimburse the District through deduction from their paycheck for the continuing education funding approved.
- j) If the employee has utilized the educational fund, they are expected to retain their employment with the District for 6 months following completion of course. The date of completing the course will be considered as the start date for the 6-month retention period.
- k) If the employee breaks the policy by leaving before the 6-month retention period ends, they will be required to reimburse the District at 100% of the District’s total cost through deduction from their paycheck as per agreement.

2. Uniforms

The District provides employees with uniforms and the care of them.

C. RETIREMENT AND SAVINGS PLANS

1. Retirement

The District participates in the State of Florida retirement system with a mandatory employee contribution of 3% to the system. Eligible retirees will receive individual coverage until they reach Medicare eligibility.

2. Deferred Compensation

The District offers an employee-contribution-only 457(b) deferred compensation plan.

D. HEALTH INSURANCE PLANS

1. Employees

The District offers a Cafeteria Plan. Health care is provided using the United Healthcare network. With the base plan, there is no cost to the employee for coverage. Dependent (spouse/children) coverage is provided with a 20% employee contribution. An option is offered to buy up to a more generous plan (Plan 1) by contributing an additional premium for employees and dependents. Spouses whose employers offer coverage is not eligible. Health insurance goes into effect on the 1st day of the month following 60 days of employment.

2. Retirees

a) Participation

Participation in this program must be through the District’s health insurance provider. It only applies to retired employees, not other members of their family who may have

been previously covered under the District's policy. It is contingent upon the District's health insurance provider being willing to cover the retired employee. The retired employee is required to contribute whatever percentage a current employee pays towards employee-only coverage. Retirees who were participating in the District's health insurance program when this policy went into effect were "grandfathered-in".

b) Eligibility

These policy benefits differ as to an employee or Commissioner's length of service. Service must be continuous to qualify and upon retirement, the employee must choose to continue this the District coverage. Should a retired employee decide to decline coverage upon retirement, they then cannot be reinstated later. To qualify an employee has to have been a full-time employee for 30 years or a Commissioner for 20 years. An individual must be 57 years old to participate in this program. For Commissioners to be eligible, they must voluntarily retire from office. The District will pay the entire difference between the retiree's FRS subsidy and their monthly individual insurance premium. Eligible retirees will receive individual coverage until they reach Medicare eligibility. The individual must contribute their monthly FRS health insurance subsidy.

c) HIS Tax Exclusion

Upon retirement in the Florida Retirement System (FRS), a retiree is eligible for a health insurance subsidy based on their length of employment. The Internal Revenue Service allows tax exclusion for certain benefit recipients who receive HIS benefit payments. The excludable portion of the HIS benefit payments must be coverage for health insurance for the retiree. The HIS premiums paid by the retiree directly to the employer will be reported to FRS for certification of premiums paid.

E. LIFE INSURANCE

The District provides a life insurance policy. The terms and conditions will be set forth in the Section 125 plan document. The life insurance policy goes into effect on the 1st day of the month following 60 days of employment. Other voluntary products are also available.



IRMCD Employee Policy Manual

Chapter 7 Leaves of Absence

Adopted: 06/07 2022
Reviewed: 06/07/2022

VII. LEAVES OF ABSENCE

A. TRAVEL POLICY *(Board approved November 9, 2021)*

1. The District grants 11 paid holidays per year in observance of the following holidays.

New Year's Day	Veterans Day
Martin Luther King Jr. Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

2. To be paid for a holiday, the employee must be at work or have an excused leave both the day before and the day after the holiday.
3. When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. *(Amended, Effective January 12, 2021)*
4. Non-exempt employees working on a designated paid holiday will be paid for the holiday at their regular hourly rate plus time and one-half for those hours worked. Exempt employees will be allowed a different day off with pay.

B. ANNUAL LEAVE

1. Annual Leave Accrual

2. All regular, full-time employees are entitled to annual leave based upon their length of continuous service as follows.

Length of Service	Annual Leave
1 – 5 years	6.67 hours per month
6 – 9 years	10 hours per month
10 –14 years	13.33 hours per month
15 years & above	16.67 hours per month

3. Scheduling Annual Leave

- a) Leave requests must be submitted to the supervisor for approval in advance.
- b) All scheduled leave will be submitted to the Director for review.
- c) The District typically approves vacation leave for one employee at a time within a work group. Should desired schedules conflict in any crew, the request of the employee who receives authorization first is honored.
- d) Annual leave requests for the summer months (June through October).

- (1) Leave requests must be submitted at least two weeks in advance for supervisor approval.
- (2) The District will normally allow an employee to take a maximum of 5 consecutive days of paid vacation during this period.
- (3) The District reserves the right to deny an individual leave during this period if his/her absence would make it impossible for the District to meet its control obligations.

4. Payment of Unused Annual Leave

- a) Employees with 10 or more years of service with the District who resign voluntarily, and who provide ten working days' notice of their intention to resign, shall be paid for a maximum of 160 hours of accumulated annual leave.
- b) In case of death of an employee, all unused annual leave at the time of death shall be paid to the employee's beneficiary, estate or as provided by law.
- c) Payment for unused annual leave will not be paid to employees who leave the employment of the District with less than 10 years of service.
- d) For annual leave purposes, reinstated employees are considered new employees. Employees placed on lay-off status will receive pay for accrued annual leave up to the time of the lay-off.

C. MEDICAL LEAVE

1. Medical leave is granted by the District to provide employees with the feeling of financial security and to prevent a further endangering of their health or the health of their fellow employees. Evidence of the abuse of this benefit may constitute grounds for disciplinary action up to and including dismissal.
2. **Accrual and Use**
 - a) Full-time employee accumulates 3.7 hours of medical leave per pay period totaling, 96.2 hours per year.
 - b) Employees may draw against their accumulated medical leave under the following circumstances:
 - (1) Personal injury or illness not connected with work.
 - (2) The employee must visit a doctor under circumstances not covered by Workers' Comp.
 - (3) A member of the employee's family requires medical care and attention to be provided by the employee
 - (4) The employee feels it necessary to visit a member of the family who is hospitalized.
 - (5) For maternity/paternity/child adoption.
 - c) Employees who have three consecutive days of absences because of illness or injury

must provide the District proof of physician's care.

- d) Authorized sick hours shall not be counted as time worked for the purpose of computing overtime pay eligibility.

3. Medical Leave Incentive Payment

- a) At the close of each employee's anniversary year and when an employee has accumulated 240 hours of medical leave the employee will qualify for the medical leave incentive payment.
- b) The employee will be compensated at their current hourly rate (or its equivalent for salaried employees).
- c) The employee will be compensated for one-half of all medical leave accumulated during that year (accrued minus any hours of medical leave taken that year).
- d) When an employee has accrued 480 hours, the employee will be compensated at their current hourly rate (or its equivalent for salaried employees) for all medical leave accumulated during that year (accrued minus any hours of medical leave taken that year).
- e) Annual medical leave payment will be made by direct deposit in the payroll run following the anniversary date.

4. Payment of Medical Leave Upon Separation of Employment

- a) Employees with 10 or more years' service with the District will be eligible for payment.
- b) Employees shall be paid one-half of all unused medical leave, to a maximum of 240 hours (30 days), upon termination of employment for other than cause, or death.

D. PERSONAL DAY

During each year of service an employee may designate up to 24 hours of medical leave to be used as personal-time for reasons not covered above in 1.b). Employees must request personal time in advance.

E. BEREAVEMENT

An employee may be granted up to 3 working days of bereavement leave with pay, due to death in his/her immediate family. The Director must approve such requests.

~~F. JURY DUTY~~

- ~~1. When an employee is required to serve on jury duty, the employee shall be relieved of responsibility for his or her regular work, and the District will pay the employee the amount that would have been received had the employee worked his/her regular duty.~~
- ~~2. All employees who are required to serve on jury duty shall report to their supervisor that they have been notified for that purpose within 24 hours of receiving such notice, when possible, but in no event later than the beginning of the second workday.~~

- ~~3. In addition, a copy of the employee's jury duty summons must be provided to Payroll.~~
- ~~4. Employees may work on the ULV crew if their jury schedule allows.~~
- ~~5. When an employee is released or is excused from jury duty, the employee shall, as soon as possible, return to work.~~

~~G. WITNESS DUTY~~

~~If an employee is required to appear in court as a witness for a governmental agency, his/her absence will be considered in the line of duty and not charged to leave. If an employee is absent in connection with litigation to which he/she is a party or is subpoenaed in private litigation or by some party other than a governmental unit to testify, not in his/her official capacity but as an individual, such absence will be charged to annual leave or leave without pay.~~

H. MILITARY LEAVE.

1. It is the District's policy to follow all applicable state and federal laws regarding the employment and reemployment rights of members of the uniformed services.
2. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA (US Code Title 38, Part III, Chapter 43)). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.
3. Continuation of health insurance benefits is available as required by USERRA based upon the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
4. Annual leave or sick leave benefits may be suspended during the leave and will resume upon the employee's return to active employment.
5. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.
6. Employees returning from military leave will be placed in the position that would have been attained had the employee remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. The employee will be treated as though continuously employed for purposes of determining benefits based upon length of service.

I. UNPAID LEAVE

In keeping with the principles of public accountability employees should make every effort to manage paid time off responsibly. An employee may, upon request, be granted leave without pay

provided that the District deems such leave to be justified and not detrimental to the operation of the District. Unpaid leave is not automatically extended in all cases.

1. During each year of service and employee cannot request more than 20 days of unpaid leave.
2. Employees shall not be granted salary increases of any type while on leave without pay.
3. When the employee is absent for less than 5 days at a time, the District will continue to maintain applicable employee benefits during the unpaid leave.

J. EXTENDED UNPAID LEAVE

Employees seeking unpaid leave for more than 4 consecutive days may apply to the Director, but District policy does not guarantee that such leave will always be granted. The employee neither receives nor accrues benefits during extended unpaid leave. However, with the approval of the District's health insurance carrier, the employee may continue his/her health insurance coverage by paying the monthly premium pro-rated basis. The full amount must be paid by a date provided by the District to each employee on this plan. The date will normally be the 25th of the prior month.

~~K. TIME OFF TO VOTE~~

~~Employees are authorized up to one hour of time off with pay to vote on all designated federal, state and local election days. Whenever possible, employees should vote before reporting to work or after working hours on Election Day.~~

L. Administrative Leave

Administrative leave counts as hours for pay and may count as hours of work for overtime purposes in cases of office closures under emergency conditions. Approval of administrative leave should be limited to an amount necessary to bring the employee to full pay according to their regular established work period. Administrative leave is provided for full-time employees, part-time employees shall be granted a prorated number of hours for each type of administrative leave based on the number of hours regularly worked during the work week or pay period. In granting administrative leave for any purpose the Executive Director in consultation with the appropriate supervisory staff shall take into consideration the impact of such leave on the employees work unit. The types of administrative leave approved by the Executive Director may be modified and are not limited to the following:

1. Jury Duty
 - a) When an employee is required to serve on jury duty, the employee shall be relieved of responsibility for his or her regular work, and the District will pay the employee the amount that would have been received had the employee worked his/her regular duty.
 - b) All employees who are required to serve on jury duty shall report to their supervisor that they have been notified for that purpose within 24 hours of receiving such notice, when possible, but in no event later than the beginning of the second workday.
 - c) In addition, a copy of the employee's jury duty summons must be provided to Payroll.
 - d) Employees may work on the ULV crew if their jury schedule allows.

- e) When an employee is released or is excused from jury duty, the employee shall, as soon as possible, return to work.

2. Witness

- a) If an employee is required to appear in court as a witness for a governmental agency, his/her absence will be considered in the line of duty and not charged to leave. If an employee is absent in connection with litigation to which he/she is a party or is subpoenaed in private litigation or by some party other than a governmental unit to testify, not in his/her official capacity but as an individual, such absence will be charged to annual leave or leave without pay.

3. Elections

- a) Employees are authorized up to one hour of time off with pay to vote on all designated federal, state and local election days. Whenever possible, employees should vote before reporting to work or after working hours on Election Day.

4. Closing Facilities under Emergency Conditions

- b) In any natural disaster or emergency condition which may necessitate the closing of facilities the Executive Director shall have the authority and responsibility to determine whether offices are affected by the emergency and are to be closed.
- c) Employees will be released from duty and granted administrative leave for the period the facility is closed.
- d) Employees required by the Executive Director and/or Supervisory staff to remain on duty to provide essential services shall be granted hours worked in addition to administrative leave hours.
- e) An employee who was on a prior approved leave of absence during the emergency closure **shall not** have the leave of absence changed to administrative leave.

5. Other

- a) An employee under formal investigation by the District for violation of policy for which dismissal is a penalty may be placed on administrative leave when the employee's absence from the work location is essential to the investigation. Such leave may be granted by the Executive Director or their designee.



MEMORANDUM

Date: December 13, 2022

To: Board of Commissioners

From: Sherry Burroughs & Lisa Ridley

Subject: Calendar Year 2023 Chemical Bid

The attached bid comparison document has been prepared by the fiscal section, with staff recommendations for product award as follows:

LARVACIDE

Single Brood Spinosad

- Censor (**Clarke**)

Single Brood Methoprene

- Altosid SBGII (**Clarke**) (**Target**) (**Veseris**)

Residual BTI

- Fourstar BTI CRG (**Clarke**)

Residual Methoprene

- Altosid P35 (**Clarke**) (**Target**) (**Veseris**)
- Altosid Pellets (**Clarke**) (**Target**) (**Veseris**)
- Altosid XRG (**Clarke**) (**Target**) (**Veseris**)
- Altosid XRG Ultra (**Clarke**) (**Target**) (**Veseris**)
- Altosid XR Briquets, Altosid XR Slim Ingot, Altosid 30day Briq. (**Target**) (**Veseris**)
- Altosid WSP (**Target**) (**Veseris**)
- Duplex – G (**Target**) (**Veseris**)

Residual Spinosad

- Natular G30 (**Clarke**)

Spinosad Tablets

- Natular XRT Tablets (**Clarke**)
- Natular DT Tablets (**Clarke**)

BTI Liquid

- Aquabac XT (**Veseris**)

Spinosad Liquid

- Natular SC (**Clarke**)

Methoprene Liquid

- Altosid SR-20 Concentrate (**Clarke**) (**Target**) (**Veseris**)

ADULTICIDE

Sumethrin 10% PBO 10% Anvil 10+10 ULV (**Clarke**)

Permethrin 30% PBO 30% (**Target**)

Deltamethrin 2% (**Target**)

Item	Estimated Quantity	UOM	Description	Product Name	Unit Price	Container Size	Total Price	Award	Vendor
1)	1,260	Pounds	Single Brood Spinosad	Censor	\$3.64/lb \$3.48/lb	40lb/Bag 1000lb/Supersack	\$145.60 \$3,480.00	\$145.60 \$3,480.00	Clarke
1)			Continued/See Above	Natular G	7.00/lb 6.94/lb	40lb/Bag 1000lb Supersack	\$280.00 \$6,940	\$280.00 \$6,940	Clarke
1)	1,260	Pounds	Single Brood Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
1)	1,260	Pounds	Single Brood Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Target
1)	1,260	Pounds	Single Brood Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Veseris
3)	As Needed		Single Brood Methoprene	Altosid SBG II	\$3.52/lb \$3.52/lb	40lb/Bag 1000lb/Bag	\$140.80 \$3,520.00	\$140.80 \$3,520.00	Clarke
3)	As Needed		Single Brood Methoprene	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
3)	As Needed		Single Brood Methoprene	Astosid SBGII	\$3.52/lb \$3.52/lb	40lb Bags 1,000lb Bags	\$140.80 \$3,520.00	\$140.80 \$3,520.00	Target
3)	As Needed		Single Brood Methoprene	Altosid SBG II	\$140.80 \$3,520.00	40lb Bag 1,000lb Bag	\$140.80 \$3,520.00	\$140.80 \$3,520.00	Veseris
4)	As Needed		Residual BTI	No Bid	No Bid	No Bid	No Bid	N/A	Target
4)	As Needed		Residual BTI	No Bid	No Bid	No Bid	No Bid	N/A	Veseris
4)	As Needed		Residual BTI	Fourstar BTI CRG	14.50/lb	35lb Bag 1,000lb Bags	\$507.50 \$14,500.00	\$507.50 \$14,500.00	Clarke
5)	5,360	Pounds	Residual Methoprene	Altosid P35	\$19.47/lb \$18.87/lb	40lb/Bag 1 or2,000lb/Tote	\$778.80 \$37,740.00	\$778.80 \$37,740.00	Clarke
5)	Continued		Continued/See Above	Altosid XR-G	\$9.77/lb \$9.67/lb	40lb/Bag 1,000lb/Tote	\$390.80 \$9,670.00	\$390.80 \$9,670.00	Clarke
5)	Continued		Continued/See Above	Altosid XR-G Ultra	\$12.44/lb \$12.32/lb	40lb/Bag 1,000lb/Bag	\$497.60 \$12,320.00	\$497.60 \$12,320.00	Clarke
5)	5,360	Pounds	Residual Methoprene	MetaLarv S-PT	\$29.66/lb	40lb/Bag 1000lb/Tote	\$1,186.40 \$29,660.00		Adapco
5)	5,360	Pounds	Residual Methoprene	Altosid XR Briquets Altosid XR Slim Ingot Altosid 30Day Briq.	\$818.40/Case \$818.40/Case \$520.00/Case	220 Briquets 220 Briquets 400 Briquets	\$818.40/Case \$818.40/Case \$520.00/Case	\$818.40/Case \$818.40/Case \$520.00/Case	Target

Item	Estimated Quantity	UOM	Description	Product Name	Unit Price	Container Size	Total Price	Award	Vendor
5)	Continued		Continued/See Above	Altosid Pelletts	\$27.63/lb \$24.87/lb	44lb Case 2,000lb Tote	\$1,215.72/Case \$49,740.00/Tote	\$1,215.72/Case \$49,740.00/Tote	Target
5)	Continued		Continued/See Above	Altosid WSP Pellets	\$768.00/Case	800Pouch/Case	\$768.00/Case	\$768.00/Case	Target
5)	Continued		Continued/See Above	Altosid P35	\$19.47/lb \$18.87/lb	40lb Bag 1 or 2,000lb Tote	\$778.80/Bag \$37,740.00/Tote	\$778.80/Bag \$37,740.00/Tote	Target
5)	Continued		Continued/See Above	Altosid XR-G	\$9.77/lb \$9.67/lb	40lb Bag 1,000lb Bag	\$390.80/Bag \$9,670.00/Bag	\$390.80/Bag \$9,670.00/Bag	Target
5)	Continued		Continued/See Above	Altosid XR-G Ultra	\$12.44/lb \$12.32/lb	40lb Bag 1,000lb Bag	\$497.60/Bag \$12,320.00/Bag	\$497.60/Bag \$12,320.00/Bag	Target
5)	Continued		Continued/See Above	Duplex-G	\$15.56/lb \$15.18/lb	40lb Bag 2,000lb Tote	\$622.40/Bag \$30,360.00/Tote	\$622.40/Bag \$30,360.00/Tote	Target
5)	5,360	Pounds	Residual Methoprene	Duplex-G	\$622.40/Bag \$30,360.00/Tote	40lb Bag 2,000lb Tote	\$622.40/Bag \$30,360.00/Tote	\$622.40/Bag \$30,360.00/Tote	Veseris
5)	Continued		Continued/See Above	Altosid P35	\$778.80/Bag \$37,740.00/Tote \$18,870.00/Bulk Bag	40lb Bag 2,000lb Tote 1,000 Bulk Bag	\$778.80/Bag \$37,740.00/Tote \$18,870.00/Bag	\$778.80/Bag \$37,740.00/Tote \$18,870.00/Bag	Veseris
5)	Continued		Continued/See Above	Altosid XRG	\$390.80/Bag \$9,670.00/Bag	40lb Bag 1,000lb Bag	\$390.80/Bag \$9,670.00/Bag	\$390.80/Bag \$9,670.00/Bag	Veseris
5)	Continued		Continued/See Above	Altosid XRG Ultra	\$497.60/Bag \$12,320.00/Bag	40lb Bag 1,000lb Bag	\$497.60/Bag \$12,320.00/Bag	\$497.60/Bag \$12,320.00/Bag	Veseris
5)	Continued		Continued/See Above	Altosid Pellets	\$1,215.72/Case \$49,740.00/Tote	44lb Case 2,000lb Tote	\$1,215.72/Case \$49,740.00/Tote	\$1,215.72/Case \$49,740.00/Tote	Veseris
5)	Continued		Continued/See Above	Altosid Pellets WSP	\$768.00	7GX50X16PKS	\$768.00/Case	\$768.00/Case	Veseris
5)	Continued		Continued/See Above	Altosid XR Briquets	\$818.40	220/Case	\$818.40	\$818.40	Veseris

Item	Estimated Quantity	UOM	Description	Product Name	Unit Price	Container Size	Total Price	Award	Vendor
5)	Continued		Continued/See Above	Altosid 30day Briquets	\$520.00/Case	400/Case	\$520.00/Case	\$520.00/Case	Veseris
6)	As Needed		Residual Spinosad	Natular G30	19.89/lb 19.67/lb	40lb/Bag 1,000lb/Tote	\$795.60 \$19,670.00	\$795.60 \$19,670.00	Clarke
6)	As Needed		Residual Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
6)	As Needed		Residual Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Target
6)	As Needed		Residual Spinosad	No Bid	No Bid	No Bid	No Bid	N/A	Veseris
7)	Continued		Spinosad Tablets	Natular XRT Tablets	\$1,189.49/Case	220 Tabs/Case	\$1,189.49/Case	\$1,189.49/Case	Clarke
7)	Continued		Continued/See Above	Natular DT Tablets	\$1,462.58/Case	2500 Tabs/Case	\$1,462.58/Case	\$1,462.58/Case	Clarke
7)	As Needed	Tablets	Spinosad Tablets	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
7)	As Needed	Tablets	Spinosad Tablets	No Bid	No Bid	No Bid	No Bid	N/A	Target
7)	As Needed	Tablets	Spinosad Tablets	No Bid	No Bid	No Bid	No Bid	N/A	Veseris
8)	125	Gallons	Bacillus Thuringiensis Israelensis (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Clarke
8)	125	Gallons	Bacillus Thuringiensis Israelensis (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
8)	125	Gallons	Bacillus Thuringiensis Israelensis (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Target
8)	125	Gallons	Bacillus Thuringiensis Israelensis (Liquid)	Aquabac XT	\$36.70/Gallon	2X2.5 Gal 30/Gal 250/Gal	\$183.50 \$1,101.00 \$9,175.00	\$183.50 \$1,101.00 \$9,175.01	Veseris
9)	20	Gallons	Spinosad (Liquid)	Natular SC	\$1,220.28/Gallon	4X1 Gallon/Case	\$4,881.12/Case	\$4,881.12/Case	Clarke
9)	20	Gallons	Spinosad (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
9)	20	Gallons	Spinosad (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Target
10)	As Needed	Gallons	Methoprene (Liquid)	Altosid SR-20	\$1,017.70/Gallon	(2)2.5Gallon/Case	\$5,088.50/Case	\$5,088.50/Case	Clarke
10)	As Needed	Gallons	Methoprene (Liquid)	No Bid	No Bid	No Bid	No Bid	N/A	Adapco

Item	Estimated Quantity	UOM	Description	Product Name	Unit Price	Container Size	Total Price	Award	Vendor
10)	As Needed	Gallons	Methoprene (Liquid)	Altosid SR-20 Con. Altosid SR-5	\$1,017.70 \$286.03	5 Gallon/Case 4 Gallon/Case	\$5,088.50 \$1,144.12	\$5,088.50 \$1,144.12	Target
10)	As Needed		Methoprene (Liquid)	Altosid SR-20	\$5,088.50	2X2.5Gal Case	\$5,088.50	\$5,088.50	Veseris
10)	As Needed		Continued See Above	Altosid SR-5	\$1,144.12/Case	4X1 Gallon/Case	\$1,144.12	\$1,144.12	Veseris
11)	275	Gallons	Sumethrin 10% PBO 10%	Anvil 10+10 ULV	\$308.48 \$311.85 \$306.50 \$316.74	55/Gallons 30/Gallons 275/Tote 2.5Gallon	\$16,966.40 \$9,355.50 \$84,287.50 \$791.85	\$16,966.40 \$9,355.50 \$84,287.50 \$791.85	Clarke
11)	275	Gallons	Sumethrin 10% PBO 10%	No Bid	No Bid	No Bid	No Bid	N/A	Adapco
11)	275	Gallons	Sumethrin 10% PBO 10%	No Bid	No Bid	No Bid	No Bid	N/A	Target
11)	275	Gallons	Sumethrin 10% PBO 10%	No Bid	No Bid	No Bid	No Bid	N/A	Veseris
12)	825	Gallons	Permethrin 30% PBO 30%	Perm-X 30+30	\$78.39	(2)2.5/Gallon 30/Gallon 55/Gallon 275Gallon/Tote	\$391.95 \$2,351.70 \$4,311.45 \$21,557.25		Clarke
12)	825	Gallons	Permethrin 30% PBO 30%	PermaSease 30-30	\$99.98/Gallon	(2)2.5Gallon/Case 30 Gallon/Drum 275/Gallon Tote	\$499.90/Case \$2,999.40/Drum \$27,494.50/Tote		Adapco
12)	825	Gallons	Permethrin 30% PBO 30%	Permanone 30-30	\$62.50	Gallon	\$62.50	\$62.50	Target
12)	825	Gallons	Permethrin 30% PBO 30%	Kontrol 30-30	\$77.43	275/Gallon Tote	\$21,293.25		Veseris
13)	275	Gallons	Deltamethrin 2%	No Bid	No Bid	No Bid	No Bid	N/A	Clarke
13)	275	Gallons	Deltamethrin 2%	No Bid	No Bid	No Bid	No Bid	N/A	Adapco

Item	Estimated Quantity	UOM	Description	Product Name	Unit Price	Container Size	Total Price	Award	Vendor
13)	275	Gallons	<i>Deltamethrin 2%</i>	DeltaGard / Imperium	\$249 \$242 \$240	5 Gallons 30 Gallon Drum 250 Gallon Totes	\$1,245.00 \$7,260.00 \$60,000.00	\$1,245.00 \$7,260.00 \$60,000.00	Target
13)	275	Gallons	<i>Deltamethrin 2%</i>	No Bid	No Bid	No Bid	No Bid	N/A	Veseris



Indian River Mosquito Control District

Fleet Management Review Plan

1. Purpose

It is Indian River Mosquito Control District's responsibility to the taxpayer to develop a management plan for the District's vehicle fleet. The purpose of this document is to describe the review, analysis, recommendation procedures, and reporting requirements for IRMCD Fleet Management. These requirements support requests for advancement of funding for capital replacement, covering all serviced equipment. This plan should demonstrate that the maintenance section carefully plans for and conducts competent overall management of its entire vehicle fleet.

2. Background

The IRMCD equipment fleet is comprised of thirty-five vehicles ranging from light duty, medium duty trucks, and SUV's. There are six utility ATV's, three boats, 2 Compact Track Loaders, 1 Mini-Excavator, 3 portable diesel pumps, and eighteen trailers. The Maintenance Supervisor and Maintenance Technician II maintain all equipment.

3. Objectives

The objective is to issue guidance to ensure content will enable the maintenance section to thoughtfully plan for and conduct the overall management of its vehicle fleet. Cost, quality and timeliness of maintenance and repairs must be reasonable.

An effective plan will address vehicle and service types in operation and anticipated to be in operation, as well as factors that are relevant to the determination of current and future equipment needs. Future demand should be estimated based on (a) vehicle life expectancy, (b) the requirements for peak and spare vehicles, (c) strategies for acquisition of new vehicles, and (d) strategies for maintenance and operations. The plan should also address in detail the composition of the fleet, operating conditions, facilities, etc.

It is anticipated that the existing fleet management plan may need updates from time to time between milestones. Items that will necessitate an immediate update to the plan might include the following:

- A. New vehicle purchases
- B. Retiring of existing vehicles
- C. Rebuild/rehab program to extend life expectancy of existing vehicles
- D. Extensions or expansions in service
- E. Strategic changes that affect the operations or peak vehicle requirements

A revised fleet management plan should include a brief description and clear reconciliation to the previously submitted plan.

4. Fleet Management Responsibility

The Maintenance Supervisor will implement the Management Plan. The Maintenance Supervisor is empowered, with approval of the Director of Finance & Administrative Support Services, to make all fleet management decisions within the plan guidelines including but not limited to:

- A. Collection and analyzing essential fleet data
- B. Implementation of Management Plan
- C. Enforcement of fleet policies
- D. Standardization of fleet reports
- E. Providing fleet management support updates
- F. Serving as a purchasing liaison

5. General Use of District Vehicles

Routine use of District vehicles is identified in the Employee Handbook, Section V. Safety Practices and Loss Prevention, D. Vehicle Use Policy. Nothing included in this Management Plan shall supersede the District's Policies and Procedures.

6. Fleet Size

It is the responsibility of the Maintenance Supervisor to monitor the size of the fleet and report to the Director of Finance & Administrative Support Services areas of reduction or consolidation.

7. Vehicle Replacement

The Maintenance Supervisor will monitor and request budget allotment for the replacement of vehicles in the fleet. Vehicles will be replaced with similar type vehicles based on cost, usage, and availability. Vehicles will be replaced based on the following criteria:

- A. Vehicle Condition**
- B. Mileage/Hours**
- C. Age**

The Executive Director may make exceptions to the replacement guidelines on a case-by-case basis. Specialized equipment, such as heavy construction equipment may require the use of customized replacement guidelines.

8. Additional Vehicle Acquisition

Any requests for additional vehicles are considered Capital purchases and will be made in compliance with the District's Procurement Policy found in the Employee Handbook, Section XI. Procurement, H. Purchases Requiring Competitive Selection, 2. Purchase of Vehicles and Heavy Equipment.

9. Vehicle Disposal and Sale

The Maintenance Supervisor will be responsible for the sale and disposal of vehicles.

10. Maintenance

Preventive maintenance (PM) Inspections and scheduled services will be performed and documented according to a proper schedule. All documentation including maintenance forms, logs, receipts, and inspections will be maintained according to the records retention schedule.

A. PM Inspections

These inspections generally cover:

- Listing of specific items to be checked
- Repairs and routine application of fluids
- Inspection intervals (i.e., daily, or weekly) and mileage
- Identified defects / Safety, Mechanical, Cosmetic

B. Warranty Service – Maintenance Supervisor will maintain warranty information on all vehicles and coordinate all warranty service required during the life of each vehicle warranty

C. Unscheduled Maintenance and Repair Services – The Maintenance Supervisor will coordinate service for all vehicles in cases of unscheduled breakdown or in cases where the vehicle requires repairs due to collision.

11. Shop Facility

The Maintenance facility includes (3) equipment bays with lifts. The fabrication bay includes welders, plasma cutter, lathe, and band saw. All routine and non-scheduled maintenance is completed in house except for repairs that require specialized equipment.

Most maintenance repair items are purchased as needed, however there is a small Inventory that consists mainly of filters for scheduled maintenance. There is no inventory database, all inventory items are purchased and tracked by the Maintenance Supervisor and Maintenance Technician II.

Maintenance records are kept digitally for the life cycle of each vehicle, or piece of equipment.

12. Appendices

(A) Fleet Management Inventory

Appendix A

Vehicle ID	Item	Category	Manufacturer	Description	Acquired Date	Purchase Price	Model Year	Serial Number
61	ATV	ATVs	Yamaha	Kodiak 700 4x4 (blue/auto)	17-May-17	\$8,145.00	2017	5Y4AMA1Y0HA105265
63	ATV	ATVs	Yamaha	Kodiak 700 4x4 (green/auto)	27-Oct-17	\$8,037.00	2017	5Y4AMA1Y9HA105362
64	ATV	ATVs	Yamaha	Kodiak 700 4x4 (green/auto)	12-Dec-18	\$8,325.00	2019	5Y4AMH43XKA100297
65	ATV	ATVs	Yamaha	Kodiak 700 4x4 (green/Auto)	12-Dec-18	\$8,325.00	2019	5Y4AMH437KA100306
66	ATV	ATVs	Yamaha	Kodiak 700 EPS 4X4 (green)	07-Oct-19	\$9,125.00	2020	5Y4AMH539LA101053
67	ATV	ATVs	Yamaha	Kodiak 700 EPS 4X4 (green)	07-Oct-19	\$9,125.00	2020	5Y4AMH53XLA101062
68	ATV	ATVs	Yamaha	Kodiak 700 EPS 4X4 (green)	07-Oct-19	\$9,125.00	2020	5Y4AMH532LA101069
69	ATV	ATVs	Suzuki	Suzuki LTA400F (Red)	01-Dec-21	\$7,402.50	2021	5SAAK4D35M7101058
70	ATV	ATVs	Suzuki	Suzuki LTA400F (Red)	01-Dec-21	\$7,402.50	2021	5SAAK4D32M7101454
71	ATV	ATVs	Suzuki	Suzuki LTA400F (Green)	01-Dec-21	\$7,402.50	2021	5SAAK4D30M7100903
72	ATV	ATVs	Yamaha	Kodiak 450 4X4 YFM45KPANG	23-Feb-22	\$7,076.19	2022	5Y4AJ78E9NA100486
73	ATV	ATVs	Yamaha	Kodiak 450 YFM45KPANG	23-Feb-22	\$7,076.19	2022	5Y4AJ78E5NA100503
74	ATV	ATVs	Yamaha	Kodiak 450 YFM45KPANG	23-Feb-22	\$7,076.19	2022	5Y4AJ78E9NA100505
	Boom Mower	HeavyEquipment	ORSI	RB 1649 Rear Mount, 48-inch rotary head	22-Jan-14	\$14,725.00	0	038595
147	Fecon Brushcutter & Mulcher	HeavyEquipment	Fecon	RH074	01-Jun-04	\$21,560.00	0	66A6
195	Kubota RTV	ATVs	Kubota	RTV900G (orange)	02-Nov-05	\$8,900.00	2005	KRTV900A510411963
UTV-02	Utility Trailer (Kubota)	Trailers	Down to Earth	DTE UTV 6x12	01-Dec-15	\$1,097.00	2015	5MYUU1226GB049075
B04	Pontoon Boat	Boats	Fiesta	Pontoon Boat 18'	07-Dec-05	\$5,700.00	2006	
B04	Boat Motor (pontoon)	Boats	Evinrude	E50DSLSE	03-Dec-08	\$4,356.72	2008	05257205
UTV-04	Scrap Trailer	Trailers	Meltra	5x8 Scrap Trailer	23-Jan-06	\$797.00	2006	4YUUS081X5S016051
	Brushcutter & Mulcher	HeavyEquipment	Fecon	Bullhog BH74SS	18-Apr-12	\$20,000.00	0	74H129A6
250	Kubota Tractor	HeavyEquipment	Kubota	M7040HDC 4WD Tractor w/cab	15-Mar-07	\$28,805.00	2006	51850
253	Truck	Vehicles	Chevy	Silverado 4x4	09-Nov-05	\$14,448.00	2006	3GCEK14X26G191342
254	Truck	Vehicles	Chevy	Silverado 4x4	09-Nov-05	\$14,448.00	2006	3GCEK14X26G192801
255	Truck	Vehicles	Ford	F-150 4x4	07-Mar-07	\$15,383.00	2007	1FTRF14WX7NA43851
256	Truck	Vehicles	Ford	F-150 4x4	05-Feb-07	\$15,383.00	2007	1FTRF14W17NA43852
257	Truck	Vehicles	Ford	F-150 4x4	05-Feb-07	\$15,383.00	2007	1FTRF14W37NA43853
258	Truck	Vehicles	Ford	F-150 4x4	30-Jan-08	\$15,383.00	2008	1FTRF14W28KC86914
259	Truck	Vehicles	Ford	F-150 4x4	04-Mar-09	\$16,500.00	2009	1FTRF14W49KB66128
260	Truck	Vehicles	Ford	F-150 4x4	20-Jan-10	\$16,871.00	2010	1FTFW1E1W8AKB55758
261	Truck	Vehicles	Ford	F-150 4x4 Crew Cab	23-Feb-11	\$23,229.00	2011	1FTFW1EF3BKD23154
262	Truck	Vehicles	Ford	F-150 4x4	04-Jan-12	\$16,600.00	2012	1FTMF1EM2CFA45797
263	Truck	Vehicles	Ford	F-150 4x4	04-Jan-12	\$16,600.00	2012	1FTMF1EM0CFA45796
264	Truck	Vehicles	Ford	F-250 4x4 w/Utility Body	02-Jan-14	\$26,703.00	2014	1FTBF2B68EEB09126
265	Truck	Vehicles	Ford	F-150 4x4	16-Dec-15	\$20,058.00	2015	1FTMF1E82FKE52839
266	SUV	Vehicles	Ford	Explorer 4x4	13-Jan-16	\$26,697.00	2016	1FM5K8B8XGGB75970
267	Truck	Vehicles	Ford	F150 4x4	21-Mar-19	\$26,888.00	2019	1FTFX1E57KFB20717
268	Truck	Vehicles	Ford	F-150 4x4 Crew Cab	04-Mar-20	\$33,940.00	2020	1FTEW1E52LKD80126
269	Truck	Vehicles	Ford	F-150 4x4	04-Mar-20	\$23,728.00	2020	1FTMFEB3LFB20408
270	Truck	Vehicles	Ford	F-150 4x4	04-Mar-20	\$24,028.00	2020	1FTMF1EB1LFB20407
271	Truck	Vehicles	Ford	F150 4X4	25-Feb-21	\$24,666.40	2021	1FTMF1EB1MKD59805
317	Truck	Vehicles	Ford	Ranger 4x4	28-Feb-03	\$15,703.00	2003	1FTZR15E33PB05697
318	Truck	Vehicles	Ford	Ranger 4x4	04-Mar-04	\$15,765.00	2004	1FTYR15E14TA15842
320	Truck	Vehicles	Ford	Ranger 4x4	02-Feb-05	\$15,498.00	2005	1FTYR15E45PA54239
321	Truck	Vehicles	Ford	Ranger 4x4	09-Jan-08	\$15,929.00	2008	1FTYR15EX8PA55772
322	Truck	Vehicles	Ford	Ranger 4x4	09-Feb-10	\$17,450.00	2010	1FTLR4FEXAPA34131
323	Truck	Vehicles	Toyota	Tacoma 4x4	18-Feb-15	\$29,572.00	2015	5TFUU4EN2FX128080
325	Truck	Vehicles	Ford	F150 4X4	01-Mar-21	\$24,666.33	2021	1FTMF1EBXMKD59803
326	Truck	Vehicles	Ford	F150 4x4	01-Mar-21	\$24,666.40	2021	1FTMF1EBXMKD59804
327	Truck	Vehicles	Toyota	Tacoma	12-Oct-22	\$32,524.00	2021	3TYSZ5AN2N096096
UTV-01	Utility Trailer (Kubota)	Trailers	Meltra	6x12 UTV	17-Mar-10	\$1,612.00	2010	4Y3US12269S018411
329	Kubota RTV	ATVs	Kubota	RTV900 diesel (camo)	24-Feb-10	\$9,927.00	2009	95048
B04	Boat Trailer (pontoon)	Trailers	Continental	pontoon boat trailer	17-Mar-10	\$2,394.00	2010	1ZJBP2015AM005380
	Forklift	HeavyEquipment	Toyota	6FGCU-25	31-Aug-11	\$2,768.71	1999	
354	SUV	Vehicles	Ford	Explorer 4x4	25-Jan-05	\$20,488.00	2005	1FMZU72K35UB08451

355	SUV	Vehicles	Ford	Explorer 4x4	13-Feb-07	\$19,545.00	2007	1FMEU73E07UB07560
	Branch Cutter	HeavyEquipment	ORSI	CM155	22-Jan-14	\$8,000.00	0	
HET- 4	Tire Trailer	Trailers	RORU	Dump Trailer	15-Nov-12	\$4,500.00	2012	1Z9BD1223CF147377
B02	Sea Ark #2 2014	Boats	Sea Ark	1660 MV aluminum boat - 14'	26-Mar-14	\$10,045.00	2014	SOM37789C414
B02	Boat Motor (Sea Ark #2)	Boats	Honda	BF40DKLRT 40hp OB	26-Mar-14	\$5,300.00	2014	BBDJ-1103178
B02	Boat Trailer (Sea Ark #2)	Trailers	Road King	RKFS 15-16	26-Mar-14	\$1,700.00	2014	5MUBB1618EFD17864
HET-2	Flatbed Trailer	Trailers	Down to Earth	DDTE825DO10B	03-Dec-15	\$7,803.00	2015	5MYEE2527FB045196
UTV-03	Portable Water Trailer	Trailers	Homemade		01-Aug-15	\$1,415.48	2015	NOVIN020198209
HET-3	Heavy Equipment Trailer	Trailers	Down to Earth	DTE820D078B	16-Dec-15	\$5,099.00	2016	5MYEE2025GB048509
HET-1	Low Boy Trailer 8.5x25	Trailers	Meltra	Flat Bed Low Boy (black)	10-Oct-07	\$6,219.95	2007	4Y3TS25297SO7853
437	Kubota Tractor	HeavyEquipment	Kubota	M7060HDS	23-Nov-16	\$33,952.49	2016	66425
ATV-08	ATV Trailer 5x8	Trailers	Down to Earth	5x8 ATV Trailer	14-Dec-15	\$997.00	2015	5MYUU0811GB049087
ATV-09	ATV Trailer 5x8	Trailers	Down to Earth	5x8 DTE ATV	14-Dec-15	\$997.00	2015	5MYUU0811GB049088
444	CAT Loader	HeavyEquipment	Caterpillar	299D2 XHP	13-Sep-17	\$89,475.00	2017	DX201976
445	CAT Loader	HeavyEquipment	Caterpillar	299D2 XHP	08-Aug-18	\$87,965.00	2018	DX203380
447	DW60 Wacker Neuson Wheel Dumper	HeavyEquipment	CAT	DW60	05-Jan-21	\$77,792.00	2020	WNCD1801KPAL01422
ATV-10	ATV Trailer 5x8	Trailers	Triple Crown	5x8 ATV trailer	15-Nov-17	\$1,028.00	2017	1XNU5X8G1H1079723
ATV-11	ATV Trailer 5x8	Trailers	Triple Crown	5x8 ATV Trailer	15-Nov-17	\$1,028.00	2017	1CNU5X8G3H1079724
451	Truck	Vehicles	Ford	F350 4X4 w/Tow Package	25-Apr-19	\$34,369.00	2019	1FTRF3D68KEE25106
B03	Boat Trailer 2018	Trailers	Continental	AS1616-1600	02-May-18	\$1,785.00	2018	1ZJBB1615JC030487
B03	Sea Ark #3 2018	Boats	Sea Ark	1660 MV aluminum hull	02-May-18	\$9,912.00	2018	SOM42468C818
B03	Boat Motor (Sea Ark #3) 2018	Boats	Yamaha	F40 LA	02-May-18	\$7,070.00	2018	6BG-L-1067367
ATV-12	ATV Trailer 5x8	Trailers	Triple Crown	5x8 ATV Trailer	02-Nov-18	\$1,025.00	2018	1XNU5X8G2J1090378
ATV-13	ATV Trailer 5x8	Trailers	Triple Crown	5x8 ATV Trailer	02-Nov-18	\$1,025.00	2018	1XNU5X8G4J1090379
UTV-05	Utility Trailer (Arbovirus-enclosed)	Trailers	Lark	VT610SA	27-Mar-19	\$5,428.00	2019	5RTBE1019KD068686
UTV-06	2019 Triple Crown Utility Trailer UTV-06	Trailers	Triple Crown	6X12 Utility	18-Apr-19	\$1,337.97	2019	1XNBU1212K1092256
470	CAT 306CR Excavator	HeavyEquipment	CAT	306CR	13-Apr-21	\$73,706.00	2021	CAT00306P6G602868
470- CAT 306	12" Bucket for CAT306	HeavyEquipment	CAT	306	20-Sep-21	\$974.00	0	
550	Dump Flatbed Truck	Vehicles	Ford	F-550 4x4	25-Apr-02	\$25,854.00	2002	1FDAF577S92EC79540
551	Dump Truck	Vehicles	Ford	F-550 4x4	10-Feb-04	\$26,748.00	2004	1FDAF57S04EB72136
552	Dump Truck	Vehicles	Ford	F-550 4x4	05-Feb-07	\$29,638.00	2008	1FDAF57Y18EA13247
553	Dump Truck	Vehicles	Ford	F550 Dumptruck	13-Nov-20	\$54,029.00	2020	1FDUF5HN4LED38601
HET-5	Heavy Equipment Trailer #5	Trailers	Big Tex Trailers	16TL-22	04-Nov-19	\$8,289.00	2020	16VEX2226L2041208
	Kayak	Boats			01-Feb-03	\$445.00	0	
UTV 07	UTV 07- Enclosed Welding Trailer	Trailers	Arising Industries	612VTRW	23-Nov-20	\$3,999.00	2021	5YCBE1223MH000608