

Sacramento-Yolo
MOSQUITO & VECTOR
CONTROL DISTRICT

August 20, 2024

BOARD OF TRUSTEES

BOARD PACKET

10:00 A.M.

8631 BOND ROAD
ELK GROVE, CA 95624

**SACRAMENTO/YOLO MOSQUITO
& VECTOR CONTROL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING**

8631 Bond Road
Elk Grove, CA 95624

**AGENDA
August 20, 2024
10:00 AM**

In compliance with the Americans with Disability Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 685-1022 or (916) 685-5464 (fax). Requests must be made as early as possible, and at least one-full business day before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the SYMVCD Board less than 72 hours prior to a regular meeting will be available for public inspection and copying at 8631 Bond Road, Elk Grove, Ca 95624. The documents will also be available on the agency's website at www.fightthebite.net.

IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION: The District currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

Zoom link and call in numbers are available at the meeting registration link on our website at <https://www.fightthebite.net/about/about-the-board/>

CALL TO ORDER:

- **Roll Call**
- **Pledge of Allegiance**

1. Items for Approval by General Consent:

- a. Minutes of the July 16, 2024 Board of Trustees Meeting**
- b. Expenditures for July 2024**
- c. Board Consideration to Surplus District Property**

2. Opportunity for Public Comment

This item is reserved for members of the public who wish to speak on items not on the agenda

3. Reports to the Board

- a. Manager's Report**
- b. Reports from District Departments**
 - **Lab/Surveillance**
 - **Ecological Management**

- **Biological Control**
- **Larval and Adult Control**
- **Public Outreach**

4. **Board Review and Consideration of Contract with NEOGOV for Payroll and Human Resources Software**
5. **Board/Staff Reports and Requests**
6. **Adjournment**

Sacramento-Yolo Mosquito and Vector Control District

August 20, 2024 Board Meeting

1. Items for Approval by General Consent:

- a. Minutes of the July 16, 2024 Board of Trustees Meeting;
- b. Expenditures for July 2024
- c. Board Consideration to Surplus District Property

Recommendation:

Approve the Items by General Consent

MINUTES OF THE JULY 16, 2024 MEETING OF THE BOARD OF TRUSTEES OF THE SACRAMENTO- YOLO MOSQUITO & VECTOR CONTROL DISTRICT

Location: Virtual Meeting via Zoom / In Person @ 8631 Bond Rd, Elk Grove, California

Time: 10:00 a.m.

Call to Order: The meeting was called to order by Board President Sean Denny at 10:01 a.m.

Trustees Present:

Marcia Mooney	President	Galt
Sean Denny	Vice President	Woodland
Charles Duty	Secretary	Sacramento County
Chris Barker		Davis
Craig Burnett		Folsom
Janell Darroch		West Sacramento
Lyn Hawkins		Elk Grove
Gar House*		Winters
Jayna Karpinski-Costa		Citrus Heights
Raymond LaTorre		Sacramento
Robert McGarvey		Rancho Cordova
William Reisen		Yolo County
Staci Gardiner		Isleton

*Appeared Remotely

Staff Present:

Gary Goodman	Manager
Gavin Ralphs*	Legal Counsel
Steve Ramos	Assistant Manager
Lisa Pelletier	Administrative Manager
Sarah Wheeler	Lab Director
Luz Robles	Public Information Officer
Kevin Combo	Ecological Management Supervisor

*Appeared Remotely

Others Present:

N/A		
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Roll Call

This meeting was both in person and by video teleconference. Attendance was taken by Roll Call.

Pledge of Allegiance

All phones and electronic devices are requested to be silenced during the Pledge of Allegiance and for the duration of the meeting.

1. Items for Approval by General Consent

On a motion by Trustee Marcia Mooney and seconded by Trustee Staci Gardiner, the Board voted to approve the General Consent Items. The vote was taken by roll call and the motion passed by the following vote: Ayes: 13, Noes: 0, Absent: 0

- a. Minutes of the June 18, 2024 Board of Trustees Meeting
- b. Expenditures for June 2024

2. Opportunity for Public Comment

This item is reserved for members of the public who wish to speak on items not on the agenda. None

3. Reports to the Board

Manager's Report:

The Manager briefly discussed mosquito activity, test results, surveillance, and control efforts. He gave an update on the audit and the front office remodel. The PAMCA visitors were introduced and they each gave a presentation to the Board on the state of mosquito control in Senegal and Cameroon

Reports from District Departments: Written reports were provided in the Board packet from each department.

- Lab/Surveillance
- Ecological Management
- Biological Control
- Larval and Adult Control
- Public Outreach

4. Board Review and Consideration of District Budget for 2024-2025

General Manager Gary Goodman gave a final review of the proposed 2024-2025 budget. A motion was made by Trustee Craig Burnett and seconded by Trustee Janell Darroch to adopt the 2024-2025 Budget. The vote was taken by roll call and the motion passed by the following vote: Ayes: 13, Noes: 0, Absent: 0.

5. Board Authorization to Pay CalPERS Unfunded Liability in the Amount of \$3,033,735

The District has a strong history of being fiscally prudent and has been allocating money in its reserve accounts to be able to make additional discretionary payments to pay down its unfunded accrued liability (UAL). The District's UAL is subject to the returns and management of the funds through CalPERS and by reducing its balance, the District will save interest over the life of the fund. The long-term uncertainty surrounding the UAL payment schedule is a concern for the District moving forward as it has the potential to impact future operations. funded. Our current unfunded liability (UAL) for the Classic plan is \$12,075,481 and is 78.2% funded. The Public Employees' Pension Reform Act (PEPRA) unfunded liability is \$135,007 and is currently 91.4% funded.

The proposed payment of \$3,033,735 includes the annually required UAL payment per the amortization schedule (\$704,838 for our Classic plan and \$3,205 for our PEPRA plan) along with an additional discretionary UAL payment for the Classic plan of \$2,193,890 and an additional ADP of 131,802 for our PEPRA plan. This expenditure will put us on a ten year payback for the Classic plan and fully fund the UAL for the PEPRA plan and can be absorbed by the current years budget without compromising the integrity of the District's programs. Last year we paid an additional \$2M to the UAL.

A motion was made by Trustee Craig Burnett and seconded by Trustee Raymond LaTorre to approve the payment of the CalPERS Unfunded Liability in the amount of \$3,033,735. The vote was taken by roll call and the motion passed by the following vote: Ayes: 13, Noes: 0, Absent: 0.

6. Board Authorization to Pay 2024/2025 Annual Premium Invoice of \$553,082 for Coverage through the Vector Control Joint Powers Agency

The Vector Control Joint Powers Agency (VCJPA) administers both our workers compensation insurance and our liability insurance. The premium deposit is to cover the District for the upcoming fiscal year. This is an increase of about 5% from last year or approximately \$27,000.

A motion was made by Trustee Jayna Karpinski-Costa and seconded by Trustee Janell Darroch to approve the payment of the VCJPA premium in the amount of \$553,082. The vote was taken by roll call and the motion passed by the following vote: Ayes: 13, Noes: 0, Absent: 0.

7. Board Ratification of Purchase of MagMAX Extraction System not to Exceed \$50,000

The original MagMAX Particle Processor was purchased in 2010 when establishing the laboratory for mosquito pool testing. The unit has now reached the end of its serviceable life and has begun to malfunction. The MagMAX system was replaced with an updated model of the current MagMAX system called the KingFisher Flex. The MagMAX system has proven to be durable and is a vital piece of equipment in the laboratory and is used continuously throughout the summer months during West Nile virus testing. The system will also be used to process samples of dead bird tissues and ticks (Lyme disease).

The District is receiving a \$10,000 trade in value from Life Technologies for the replacement of the unit because we bought the original one through their company.

A motion was made by Trustee Craig Burnett and seconded by Trustee Janell Darroch to ratify the purchase of purchase of MagMAX Extraction System in the amount of \$47,698.95. The vote was taken by roll call and the motion passed by the following vote: Ayes: 13, Noes: 0, Absent: 0.

8. Board/Staff Reports and Requests / General Discussion

The visitors from PAMCA will be here until July 25, 2024. The FY 22/23 audit is almost complete and we hope to present the results at the August meeting. Virus activity is low this year compared to last year.

6. ADJOURNMENT

The meeting adjourned at 11:48 a.m.

I certify that the above minutes substantially reflect the general business and actions taken by the Board of Trustees at the July 16, 2024, meeting.

Lisa Pelletier, Administrative Manager

Approved as written and/or corrected by the Board of Trustees at the August 20 2024, meeting.

Janell Darroch, Board Secretary

Sacramento-Yolo Mosquito and Vector Control District
STATEMENT OF OPERATION
July 2024

	Jul 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · REVENUE	6,002.50	20,718,525.00	-20,712,522.50
Total Income	6,002.50	20,718,525.00	-20,712,522.50
Gross Profit	6,002.50	20,718,525.00	-20,712,522.50
Expense			
5000 · SALARIES/BENEFITS/WC	4,072,015.80	12,519,219.00	-8,447,203.20
5200 · OPERATIONAL			
5210 · LIABILITY INSURANCE	304,953.18	304,493.00	460.18
5250 · AUDITING/FISCAL	0.00	25,000.00	-25,000.00
5270 · COMMUNICATIONS	3,840.79	100,000.00	-96,159.21
5310 · PUBLIC INFORMATION	934.49	700,000.00	-699,065.51
5340 · STRUCTURE & GROUNDS	7,993.49	150,000.00	-142,006.51
5370 · MEMBER/TRAINING	16,206.61	167,500.00	-151,293.39
5390 · DISTRICT OFFICE EXPENSES	367.14	25,000.00	-24,632.86
5430 · PROFESSIONAL SERVICES	18,698.60	341,000.00	-322,301.40
5440 · MATERIALS & SUPPLIES	499.17	16,000.00	-15,500.83
5450 · RENTS & LEASES	674.51	712,000.00	-711,325.49
5470 · SAFETY PROGRAM	615.78	5,000.00	-4,384.22
5480 · UTILITIES	11,334.50	125,000.00	-113,665.50
6120 · AIRCRAFT SERVICES	-83,164.41	1,179,000.00	-1,262,164.41
6140 · ECOLOGICAL MANAGEMENT	395.17	23,000.00	-22,604.83
6160 · MICROBIAL	103,865.64	1,200,000.00	-1,096,134.36
6170 · BIORATIONALS	104,137.82	1,200,000.00	-1,095,862.18
6180 · INSECTICIDES	255,016.82	900,000.00	-644,983.18
6220 · FISHERIES	7,873.48	35,000.00	-27,126.52
6280 · GEOGRAPHIC INFO SYSTEMS	0.00	9,000.00	-9,000.00
6320 · INFORMATION TECHNOLOGY	11,233.95	130,000.00	-118,766.05
6350 · CONTROL OPERATIONS	1,947.21	55,000.00	-53,052.79
6370 · SHOP DEPT	17,151.55	159,500.00	-142,348.45
6420 · LAB SERVICES	11,455.92	204,000.00	-192,544.08
6450 · GAS & PETROLEUM	30,210.07	210,000.00	-179,789.93
Total 5200 · OPERATIONAL	826,241.48	7,975,493.00	-7,149,251.52
62600 · Ask Accountant	5,849.08		
66000 · Payroll Expenses	-0.06		
Total Expense	4,904,106.30	20,494,712.00	-15,590,605.70
Net Ordinary Income	-4,898,103.80	223,813.00	-5,121,916.80
Other Income/Expense			
Other Expense			
Sales Tax	4,642.45		
Shipping	276.50		

	<u>Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
7000 · CAPITAL ACCOUNTS			
70010 · CAPITAL OUTLAY	42,780.00	330,000.00	-287,220.00
70070 · RESEARCH FUND	0.00	75,000.00	-75,000.00
70080 · BUILDING IMPROVEMENT	0.00	350,000.00	-350,000.00
Total 7000 · CAPITAL ACCOUNTS	<u>42,780.00</u>	<u>755,000.00</u>	<u>-712,220.00</u>
Total Other Expense	<u>47,698.95</u>	<u>755,000.00</u>	<u>-707,301.05</u>
Net Other Income	<u>-47,698.95</u>	<u>-755,000.00</u>	<u>707,301.05</u>
Net Income	<u><u>-4,945,802.75</u></u>	<u><u>-531,187.00</u></u>	<u><u>-4,414,615.75</u></u>

Sacramento-Yolo Mosquito and Vector Control District

08/06/24

Check History Report

Accrual Basis

July 2024

Num	Date	Name	Credit	Type
Jul 24				
58632	07/02/2024	Alliant Insurance Services, Inc.		Bill Pmt -Check
58633	07/02/2024	PRISM-	370.11	Bill Pmt -Check
58634	07/02/2024	Alliant Insurance Services, Inc.	460.18	Bill Pmt -Check
58635	07/03/2024	Advance Auto Parts	82.08	Bill Pmt -Check
58636	07/03/2024	Airgas USA, LLC	86.32	Bill Pmt -Check
58637	07/03/2024	Alhambra & Sierra Springs	90.43	Bill Pmt -Check
58638	07/03/2024	American Mosquito Control Association	12,000.00	Bill Pmt -Check
58639	07/03/2024	AutoZone, Inc.	1,418.22	Bill Pmt -Check
58640	07/03/2024	Barnes Welding	2,556.73	Bill Pmt -Check
58641	07/03/2024	Cleanit Maintenance Systems LLC	2,995.00	Bill Pmt -Check
58642	07/03/2024	Consolidated Communications	2,287.94	Bill Pmt -Check
58643	07/03/2024	Dignity Health Med Fdtn-Sacramento	758.00	Bill Pmt -Check
58644	07/03/2024	Elk Grove Water District	564.39	Bill Pmt -Check
58645	07/03/2024	Factory Motor Parts Co	210.85	Bill Pmt -Check
58646	07/03/2024	Grow West	124.21	Bill Pmt -Check
58647	07/03/2024	Hippensteel Group	2,400.00	Bill Pmt -Check
58648	07/03/2024	Hunt & Sons Inc	10,139.15	Bill Pmt -Check
58649	07/03/2024	Mitchell 1	2,975.40	Bill Pmt -Check
58650	07/03/2024	MVCAC-	12,075.00	Bill Pmt -Check
58651	07/03/2024	O'Reilly Automotive, Inc.	14.04	Bill Pmt -Check
58652	07/03/2024	PG & E	350.16	Bill Pmt -Check
58653	07/03/2024	Radial Tire of Elk Grove	240.77	Bill Pmt -Check
58654	07/03/2024	Safe Side Security	312.00	Bill Pmt -Check
58655	07/03/2024	Spark Creative Design	10,150.25	Bill Pmt -Check
58656	07/03/2024	Valley Fire & Security	69.50	Bill Pmt -Check
58657	07/03/2024	Vector Disease Control International	54,191.66	Bill Pmt -Check
58658	07/03/2024	West Coast Differentials	401.93	Bill Pmt -Check
58660	07/09/2024	US Bank	80,065.04	Bill Pmt -Check
58664	07/10/2024	AutoZone, Inc.	36.16	Bill Pmt -Check
58665	07/10/2024	Cintas Corporation	4,583.59	Bill Pmt -Check
58666	07/10/2024	Maita Chevrolet	454.67	Bill Pmt -Check
58667	07/10/2024	RKL eSolutions, LLC	300.00	Bill Pmt -Check
58668	07/10/2024	Safety Kleen Systems, Inc.	264.87	Bill Pmt -Check
58669	07/10/2024	SMUD	5,314.03	Bill Pmt -Check
58670	07/10/2024	Stericycle, Inc.	127.68	Bill Pmt -Check
58671	07/11/2024	Advance Auto Parts	109.45	Bill Pmt -Check
58672	07/11/2024	Azelis - Adapco Inc	17,701.92	Bill Pmt -Check
58673	07/11/2024	Buckmaster Office Solutions	239.97	Bill Pmt -Check
58674	07/11/2024	City of Woodland	442.39	Bill Pmt -Check
58675	07/11/2024	Elk Grove Lock and Safe Company	4.12	Bill Pmt -Check
58676	07/11/2024	GreatAmerica Financial Services	376.28	Bill Pmt -Check
58677	07/11/2024	Hunt & Sons Inc	5,009.31	Bill Pmt -Check
58678	07/11/2024	Maita Chevrolet	144.61	Bill Pmt -Check
58679	07/11/2024	O'Reilly Automotive, Inc.	43.33	Bill Pmt -Check
58680	07/11/2024	Sacramento Control Systems, Inc.	501.00	Bill Pmt -Check
58681	07/11/2024	Sonsray Machinery LLC.	1,277.69	Bill Pmt -Check
58682	07/11/2024	Top Rank Heating Air Conditioning Inc	925.00	Bill Pmt -Check
58683	07/11/2024	Waste Management C & R, Inc.	256.35	Bill Pmt -Check
W00427	07/15/2024	US Treasury Internal Revenue Service	5,849.08	Check
58684	07/17/2024	Airgas USA, LLC	91.22	Bill Pmt -Check
58685	07/17/2024	O'Reilly Automotive, Inc.	64.35	Bill Pmt -Check
58686	07/17/2024	Azelis - Adapco Inc	26,349.72	Bill Pmt -Check
58687	07/17/2024	Barnes Welding	2,674.20	Bill Pmt -Check
58688	07/17/2024	CA Department of Tax and Fee Administrati	119.00	Bill Pmt -Check
58689	07/17/2024	CDPH Vector-Borne Disease Account	190.00	Bill Pmt -Check
58690	07/17/2024	Clarke Mosquito Control Products Inc	49,106.07	Bill Pmt -Check
58691	07/17/2024	Factory Motor Parts Co	113.32	Bill Pmt -Check
58692	07/17/2024	Hunt & Sons Inc	3,436.47	Bill Pmt -Check
58693	07/17/2024	Kimball Midwest	221.55	Bill Pmt -Check
58694	07/17/2024	Maita Chevrolet	143.00	Bill Pmt -Check
58695	07/17/2024	PG & E	16.29	Bill Pmt -Check
58696	07/17/2024	Safety Kleen Systems, Inc.	1,092.44	Bill Pmt -Check
58697	07/17/2024	Sheldon Feed & Supply	360.38	Bill Pmt -Check
58698	07/17/2024	Target Specialty Products	1,065.66	Bill Pmt -Check
58699	07/17/2024	Top Rank Heating Air Conditioning Inc	1,071.96	Bill Pmt -Check
58700	07/17/2024	Vector Control Joint Powers Agency	553,082.00	Bill Pmt -Check
58701	07/18/2024	Azelis - Adapco Inc	138.78	Bill Pmt -Check

Sacramento-Yolo Mosquito and Vector Control District

08/06/24

Check History Report

Accrual Basis

July 2024

Num	Date	Name	Credit	Type
58702	07/18/2024	Bartkiewicz Kronick & Shanahan	2,970.00	Bill Pmt -Check
58703	07/18/2024	Factory Motor Parts Co	181.28	Bill Pmt -Check
58704	07/18/2024	Hunt & Sons Inc	5,454.82	Bill Pmt -Check
58705	07/18/2024	Life Technologies Corporation	47,698.95	Bill Pmt -Check
58706	07/18/2024	RKL eSolutions, LLC	50.00	Bill Pmt -Check
58707	07/18/2024	Sacramento County EMD	2,459.00	Bill Pmt -Check
W00428	07/19/2024	CalPERS Financial Reporting & Accounting	661,163.00	Check
W00429	07/19/2024	CalPERS Financial Reporting & Accounting	3,205.00	Check
58708	07/22/2024	Azelis - Adapco Inc	125,817.12	Bill Pmt -Check
58709	07/22/2024	Clarke Mosquito Control Products Inc	3,787.07	Bill Pmt -Check
58710	07/22/2024	Hunt & Sons Inc	2,165.40	Bill Pmt -Check
58711	07/22/2024	Target Specialty Products	923.14	Bill Pmt -Check
58712	07/22/2024	UC Davis Regents	1,346.40	Bill Pmt -Check
W00430	07/22/2024	CalPERS Financial Reporting & Accounting	2,237,565.00	Check
W00431	07/22/2024	CalPERS Financial Reporting & Accounting	131,802.00	Check
58714	07/29/2024	US Bank	39,459.49	Bill Pmt -Check
58717	07/29/2024	Alhambra & Sierra Springs	90.43	Bill Pmt -Check
58718	07/29/2024	ArcSource	1,377.90	Bill Pmt -Check
58719	07/29/2024	Ascarrunz, Nick	75.19	Bill Pmt -Check
58720	07/29/2024	Azelis - Adapco Inc	6,274.80	Bill Pmt -Check
58721	07/29/2024	Backflow Technologies Inc	110.00	Bill Pmt -Check
58722	07/29/2024	Barnes Welding	2,986.20	Bill Pmt -Check
58723	07/29/2024	Buckmaster Office Solutions	78.26	Bill Pmt -Check
58724	07/29/2024	California Steam	1,660.55	Bill Pmt -Check
58725	07/29/2024	City of Woodland (WFD)	377.00	Bill Pmt -Check
58726	07/29/2024	Clarke Mosquito Control Products Inc	63,879.75	Bill Pmt -Check
58727	07/29/2024	Factory Motor Parts Co	154.06	Bill Pmt -Check
58728	07/29/2024	Hunt & Sons Inc	4,475.91	Bill Pmt -Check
58729	07/29/2024	Leading Edge Associates Inc.	17,990.00	Bill Pmt -Check
58730	07/29/2024	Maita Chevrolet	270.14	Bill Pmt -Check
58731	07/29/2024	PG & E	2,275.26	Bill Pmt -Check
58732	07/29/2024	Safety Kleen Systems, Inc.	1,028.41	Bill Pmt -Check
58733	07/29/2024	Target Specialty Products	40,843.83	Bill Pmt -Check
58734	07/29/2024	Verizon Wireless	2,908.53	Bill Pmt -Check
58735	07/29/2024	Goodman, Gary W.	1,258.56	Bill Pmt -Check

Jul 24

4,294,849.72

Sacramento-Yolo Mosquito and Vector Control District

August 20, 2024 Board Meeting

1. Items for Approval by General Consent:

c. Board Consideration to Surplus District Property

Staff Report:

The following items are no longer in use by District staff and need to be disposed of or recycled.

<u>Equipment #</u>	<u>Description</u>	<u>Estimated Value</u>
1992	IBM personal computer	Scrap
1992	IBM G40 Pentium computer	Scrap
1994	DATA P5 Pentium computer	Scrap
	Camelback pump with piping	Scrap
0032	Ammco lift	\$250
0033	Ammco lift	\$250
0003	DeWalt radial arm saw SN 4095	\$50
0044	1985 Kubota tractor TO3	\$3,000
	1987 Massey Ferguson tractor	\$5,000
GB00446	Gem Top Camper	\$100
GB00336	John Bean Pump	\$50
GB00379	John Bean Pump	\$50
GB00386	John Bean Pump	\$50
GB00391	John Bean Pump	\$50
GB00397	John Bean Pump	\$50
GB00471	John Bean Pump	\$50
GB00456	John Bean Pump	\$50
GB00485	John Bean Pump	\$50
GB00492	John Bean Pump	\$50
GB00341	John Bean Pump	\$50
GB00350	John Bean Pump	\$50
Q-10	John Deere Gator (1994)	Scrap
Q-06	John Deere Gator (1990)	Scrap

Recommendation:

Surplus the listed items for the District to sell or scrap.

Sacramento-Yolo Mosquito and Vector Control District

August 20, 2024 Board Meeting

3. Reports to the Board

a. Manager's Report

b. Reports from District Departments

- **Lab/Surveillance (Sarah Wheeler)**
- **Ecological Management (Kevin Combo)**
- **Biological Control (Ken Harris)**
- **Larval and Adult Control (Marty Scholl)**
- **Public Outreach (Luz Maria Robles)**

a. Manager's Report

The West Nile virus season is significantly slower than last year, and crews are responding with additional surveillance and control efforts when locations of activity are found.

The front office remodel is delayed, but we anticipate the installation to occur in September.

Staff is continuing to investigate leasing 66 vehicles with Enterprise. We are evaluating options and should have a comparison for the Board to consider next month.

The audit is rounding the corner, and we hope to have the final version ready for review in September.

b. Reports from District Departments

- **Lab/Surveillance (Sarah Wheeler)**
- **Ecological Management (Kevin Combo)**
- **Biological Control (Ken Harris)**
- **Larval and Adult Control (Marty Scholl)**
- **Public Outreach (Luz Maria Robles)**

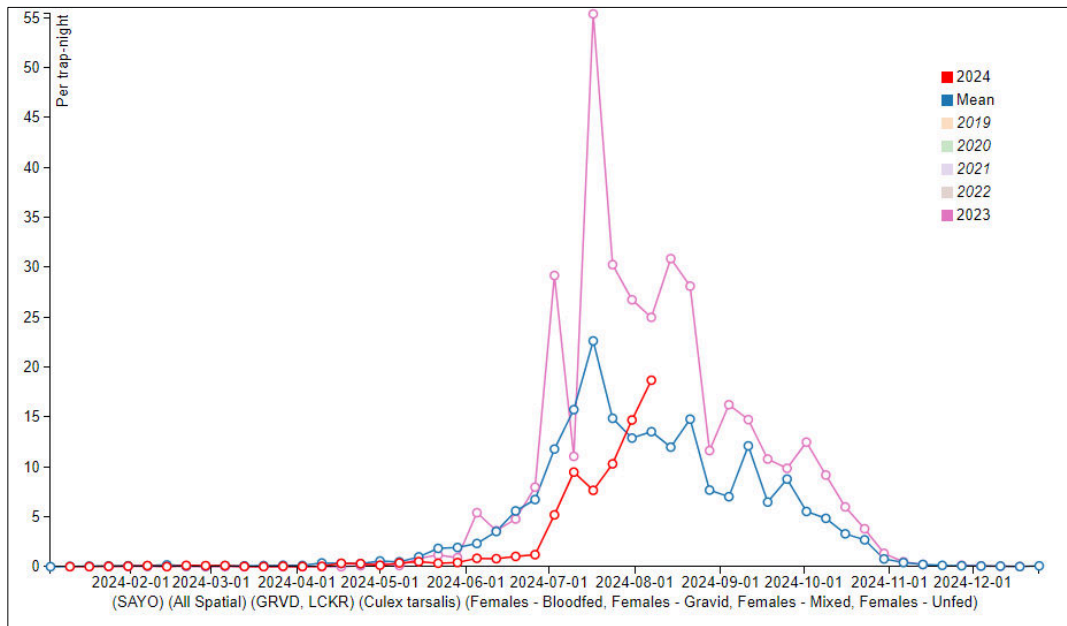
LABORATORY Monthly Report, August 2024 Board Meeting

Insectary:

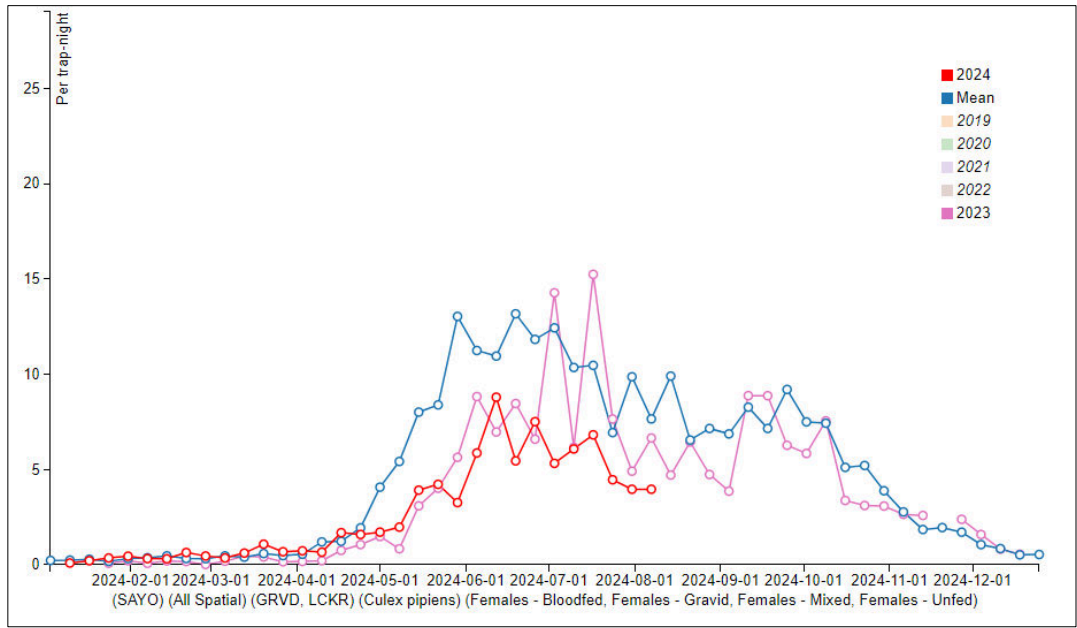
Species	Name	Origin	Resistance Status
<i>Culex tarsalis</i>	KNWR	Kern National Wildlife Refuge (2009)	susceptible
<i>Culex quinquefasciatus</i>	CQ1	Merced, CA (1950s)	susceptible
<i>Culex pipiens</i>	WCP	Woodland, CA (2023)	resistant: pyrethrins/pyrethroids, methoprene, and spinosad
<i>Culex tarsalis</i>	VFCT	Vic Fazio Yolo Wildlife Area (2020)	resistant: pyrethrins/pyrethroids
<i>Aedes sierrensis</i>		Sonoma County (2016)	susceptible

2024 Surveillance update through 8/13/2024

Weekly mosquito collections – The following graphs show overall *Culex tarsalis* and *Culex pipiens* abundance from gravid traps and locker traps placed in permanent locations throughout Sacramento and Yolo Counties. These traps run seven days a week and provide stable abundance data.

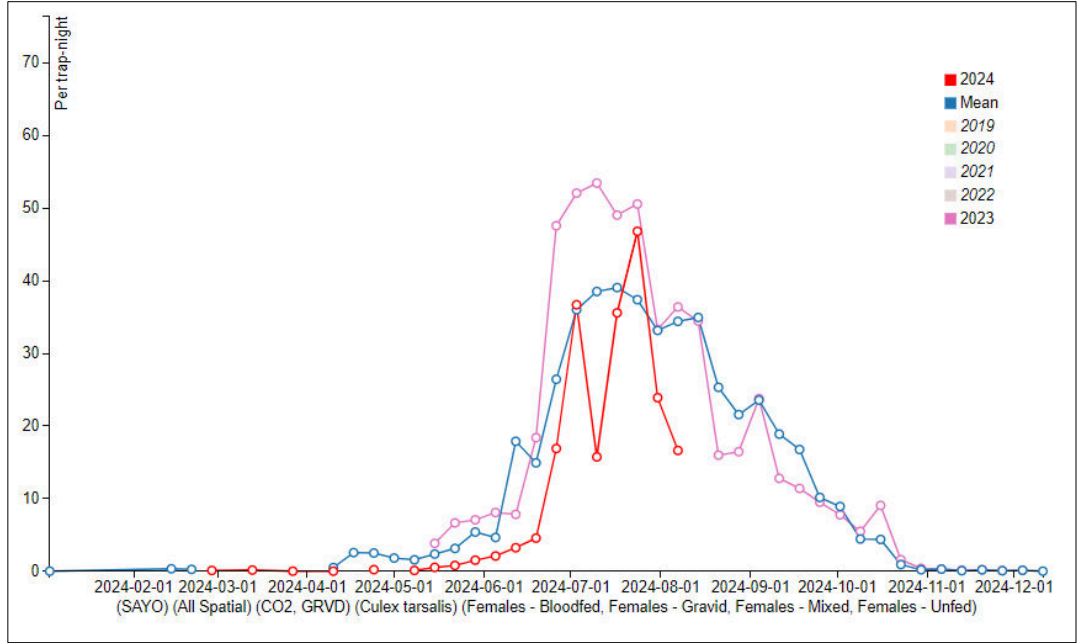


Culex tarsalis abundance in constant operation locker and gravid traps.

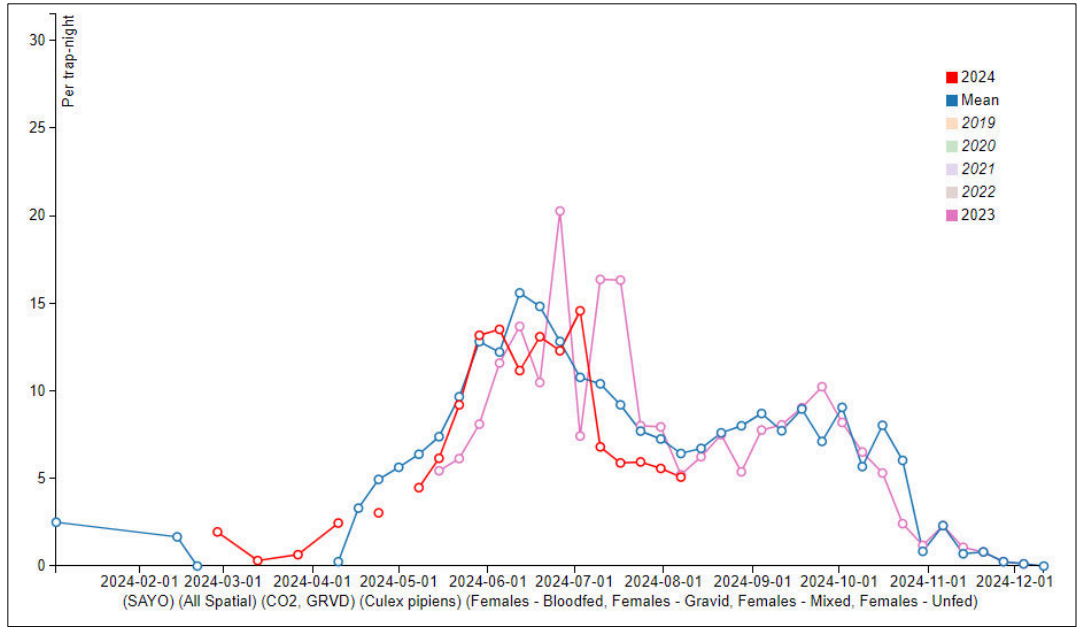


Culex pipiens abundance in constant operation locker and gravid traps.

Encephalitis Vector Surveillance (EVS) – The following graphs show the number of *Culex tarsalis* and *Culex pipiens* that were collected in CO₂-baited EVS traps and gravid traps set for West Nile virus (WNV) surveillance. These traps are deployed in routine and response sites throughout Sacramento and Yolo Counties and are run for a single night. *Culex tarsalis* and *Culex pipiens* were tested for WNV, western equine encephalitis virus (WEEV), and Saint Louis encephalitis virus (SLEV).

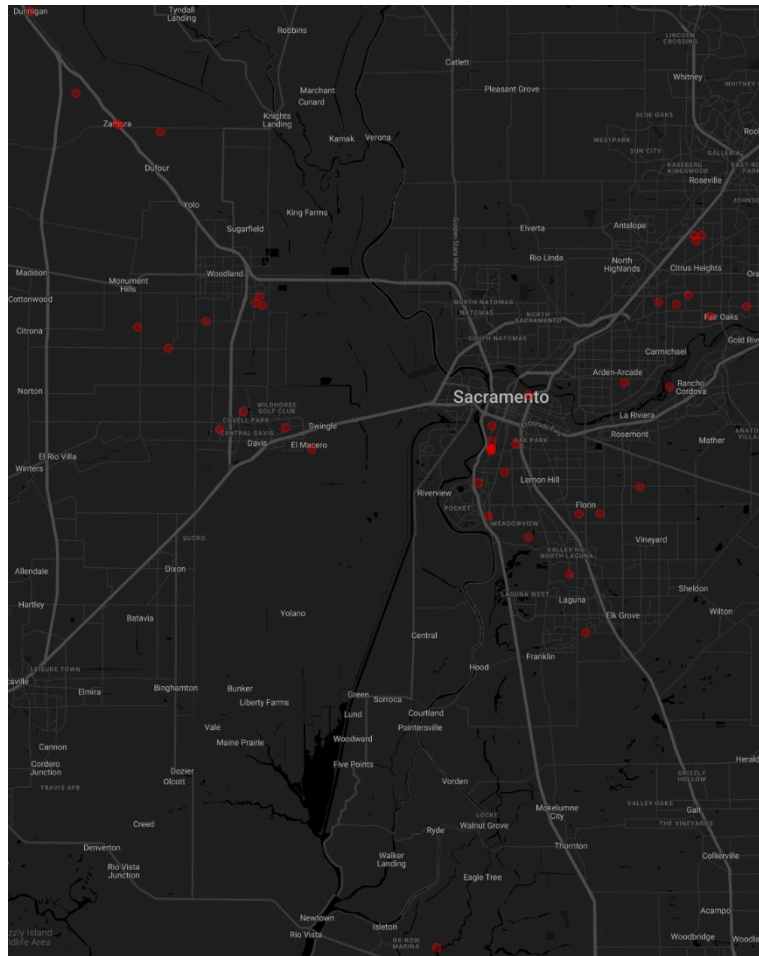


Culex tarsalis collected in CO₂ traps



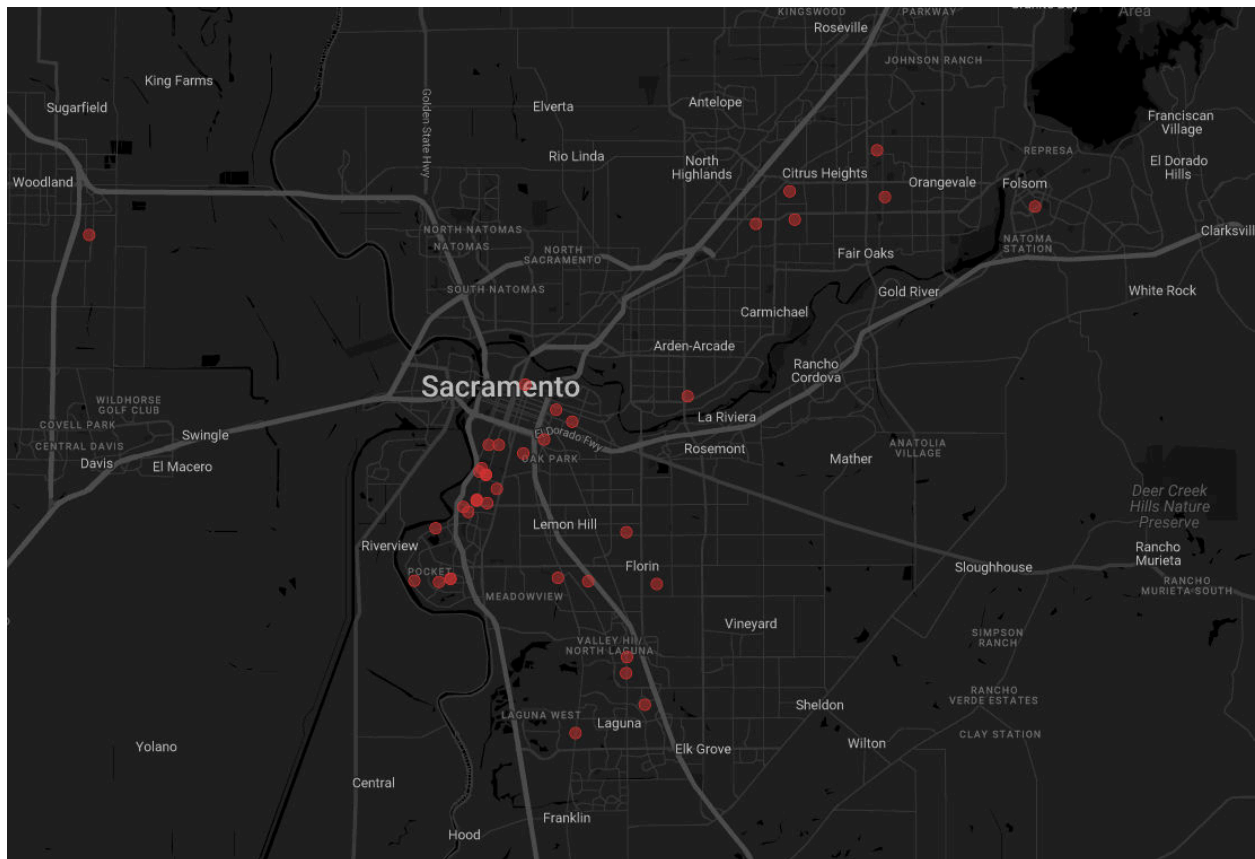
Culex pipiens collected in CO2 and gravid traps

Mosquito testing - Thus far 3,358 pools of *Culex pipiens* and *Culex tarsalis* were tested for WNV, SLEV, and WEEV. Of these, 37 pools from Sacramento and 27 pools from Yolo County were positive for WNV.



Cumulative 2024 WNV-positive mosquito pools

Dead bird surveillance – To date 302 dead birds have been collected and tested. In total, 46 of 255 were WNV-positive from Sacramento County and 1 of 47 was WNV-positive from Yolo County.



Cumulative 2024 WNV-positive dead birds

Sentinel chickens – All sentinel chickens at five sentinel chicken locations (Dunnigan, Knights Landing, Rancho Murieta, Isleton, and Sacramento) remain negative for WNV antibodies.

Rice surveillance – Specialized traps (Biogents Counter traps) were deployed to the rice fields the first week of June and are currently collecting mosquito abundance data.

Human disease response surveillance – During July four travel-related cases of Dengue virus (DENV) were investigated in North Highlands (1), Sacramento (2), and Elk Grove, no *Aedes aegypti* were detected. Additionally, a travel-related case of Malaria is currently under investigation in West Sacramento.

***Aedes aegypti* and *Aedes albopictus* Surveillance** – Surveillance continues for *Aedes aegypti* and *Aedes albopictus*. *Aedes aegypti* activity has been detected widely, *Aedes albopictus* has not yet been collected in 2024. The cumulative 2024 trapping effort is shown below.

City	County	Trap nights	Total males and females collected	
			<i>Aedes aegypti</i>	<i>Aedes albopictus</i>
Carmichael	Sacramento	14	4	
Citrus Heights	Sacramento	35		
Elk Grove	Sacramento	97	17	
Fair Oaks	Sacramento	4		
Folsom	Sacramento	70	1	
Galt	Sacramento	24		
Gold River	Sacramento	5		
Mather	Sacramento	11		
North Highlands	Sacramento	2		
Orangevale	Sacramento	2		
Rancho Cordova	Sacramento	44	108	
Rancho Murieta	Sacramento	82	4	
Rio Linda	Sacramento	5		
Sacramento	Sacramento	825	1401	
Wilton	Sacramento	4		
Davis	Yolo	69	45	
West Sacramento	Yolo	80	22	
Winters	Yolo	405	373	
Woodland	Yolo	54	18	

Tick surveillance – Tick collection will resume in November 2024.

The California Arbovirus Surveillance Bulletin #18 Week 32 Friday, August 9, 2024

2023 & 2024 YTD West Nile Virus Comparisons		
	2023	2024
Total No. Dead Bird Reports	3,866	4,119
No. Positive Counties	31	28
No. Human Cases	14	9
No. Positive Dead Birds / No. Tested	236 / 1,007	218 / 1,138
No. Positive Mosquito Pools / No. Tested	1,998 / 30,767	838 / 27,888
No. Seroconversions / No. Tested	60 / 2,277	46 / 2,660

YTD WNV Activity by Element and County, 2024					
County	Humans	Horses	Dead Birds	Mosquito Pools	Sentinel Chickens
Alameda			27	15	
Butte	2		4	30	11
Colusa			1		
Contra Costa	1		4	2	5
Fresno	1			132	
Imperial				2	
Kern				18	
Kings	1			28	
Lake			1	8	3
Los Angeles			5	38	
Madera				18	
Merced				14	5
Orange			1	12	
Placer		1		43	
Riverside	2		2	194	
Sacramento		1	46	20	
San Bernardino			6	45	
San Diego			2		
San Joaquin			4	75	
San Mateo			9		
Santa Clara			104	14	
Shasta				8	
Solano				6	4
Stanislaus				19	
Sutter				22	6
Tulare				38	6
Yolo			1	10	
Yuba	2	1	1	27	6
Totals	9	3	218	838	46

***There should be 32 positive pools in Sacramento County and 26 positive pools in Yolo County. The bulletin will be corrected for week 33.

ECOLOGICAL MANAGEMENT DEPARTMENT

August 2024

Ecological Management Projects

Hardesty Ranch (Elk Grove)



The Hardesty Ranch is a 145 ac. ranch primarily used for growing alfalfa and hay for livestock. During irrigation practices, the existing drain ditches for the agricultural fields do not have enough capacity to convey the water to a recovery sump without overtopping the existing banks and causing a significant mosquito source in Stormwater Shed C channel that is overseen by the City of Elk Grove. Ecological Management staff repaired the levees to prevent overtopping and eliminated approximately 3 acres of mosquito breeding that was in close proximity to densely populated areas.



Image: Water overtopping existing levee



Image: Reinforcing levee

Mahon Ranch (Elk Grove)

The Mahon Livestock Ranch is approximately 338 acres of irrigated pastures and crops that feature many different types of mosquito breeding habitats. Control Operations staff continue to treat the pastures for *Aedes melanimon* and *Culex tarsalis* in the drainage ditches. Staff continue to collaborate with the landowner to reduce the length of irrigations and encourage improvements to the drainage ditches that convey water from the pastures to a large recovery pond. Staff excavated 2181 ft. of drainage ditches in the northern pastures, this decreased the mosquito breeding habitat considerably and reduced the dependency of more expensive residual larval pesticides.



Stormwater Program



Ecological Management staff continue to collaborate with multiple cities and municipalities that oversee the stormwater detention and retention basins in Sacramento and Yolo Counties. Staff have reached out to several entities and stakeholders with basins that are prime larval habitat for mosquito production due to urban drool. The basins also provide harborage for adult mosquitoes due to overgrown canopies of vegetation. The majority of the nuisance basins are located in densely populated areas of the counties. While some cities employ the California Conservation Corps. (CCC) or utilize Sacramento Sheriff work release programs, others like the City of Folsom use goats to

control unwanted vegetation. These actions make larvicide treatments more efficient, effective and create safer working conditions for staff while conducting mosquito control activities.

BIOLOGICAL CONTROL
Monthly Report for August 2024 Board Meeting

In July, the Fisheries Department continued with our rice stocking program. Field technicians monitor rice fields for proper water levels and the completion of herbicide treatments. They then submit fish plant requests through the district's Map Vision application. Rice fields with high larval counts and fields closer to densely populated areas are focused on first and stocked at higher rates, followed by those further away. Fisheries technicians stocked 1,081 pounds of mosquitofish across 50 rice fields covering 3,364 acres. We expect rice plants to continue through the first few weeks of August.

New projects included the construction of a fish tank transport trailer for onsite seining operations. This new system allows technicians to move fish more efficiently, speeding up the process and eliminating the need to climb in and out of trucks. We also installed a new two-inch water line outside the fisheries building, significantly reducing the time needed to fill our transport tanks with water. Furthermore, the fisheries department is experimenting with probiotics in our inside fish-holding tanks. The results so far have been positive, helping with filtration and overall tank cleanliness by adding beneficial bacteria to our filter media. General yard maintenance, landscaping, and pond fertilization were also performed.

Log of Treatment Applied for July

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Treatments</u>
Mosquitofish (<i>Gambusia affinis</i>)	1,168 lbs	3,570.8 Acres	347
Guppies (<i>Poecilia reticulata</i>)	.15 lbs	.009 Acres	4

Log of Treatment Applied for the year 2024 - Year to Date

<u>Material</u>	<u>AMT</u>	<u>Area Treated</u>	<u>Treatments</u>
Mosquitofish	2,468.6 lbs	10,057.9 Acres	2,388
Guppies	.75 lbs	.272 Acres	9

Fisheries Budget

<u>Total</u>	<u>Spent</u>	<u>Remaining</u>	<u>% Spent</u>
35,000.00	5,488.45	29,511.55	16%



Above : *Picture of technician counting fish into the new transport trailer.*

Bottom Left : *Picture of technicians seining a pond with our PAMCA guest.*

Bottom Right: *Picture of technician adding probiotics to the inside tanks.*



CONTROL OPERATIONS

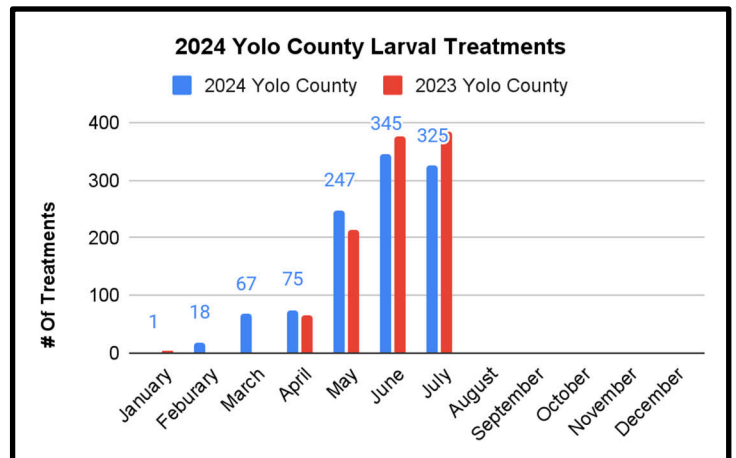
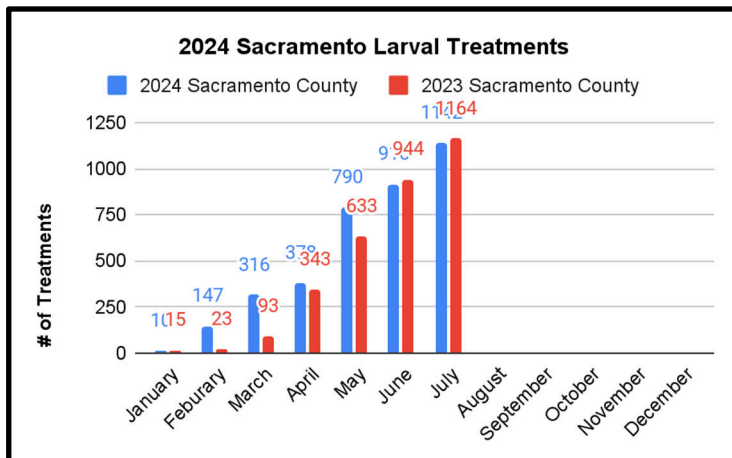
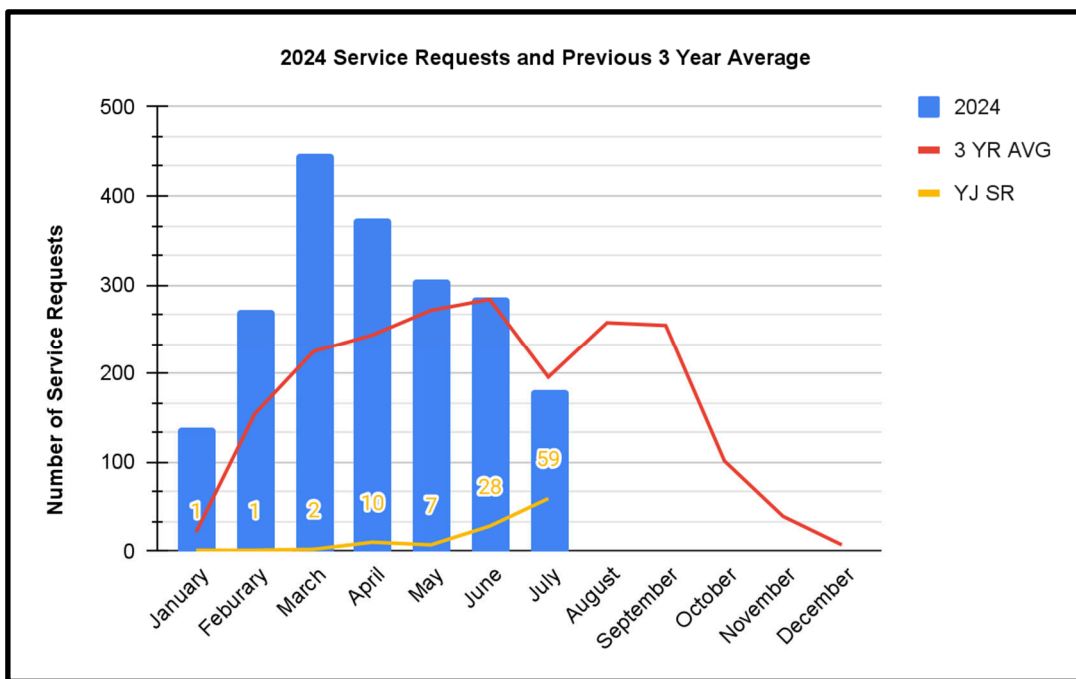
Monthly Report for the August 2024 Board Meeting

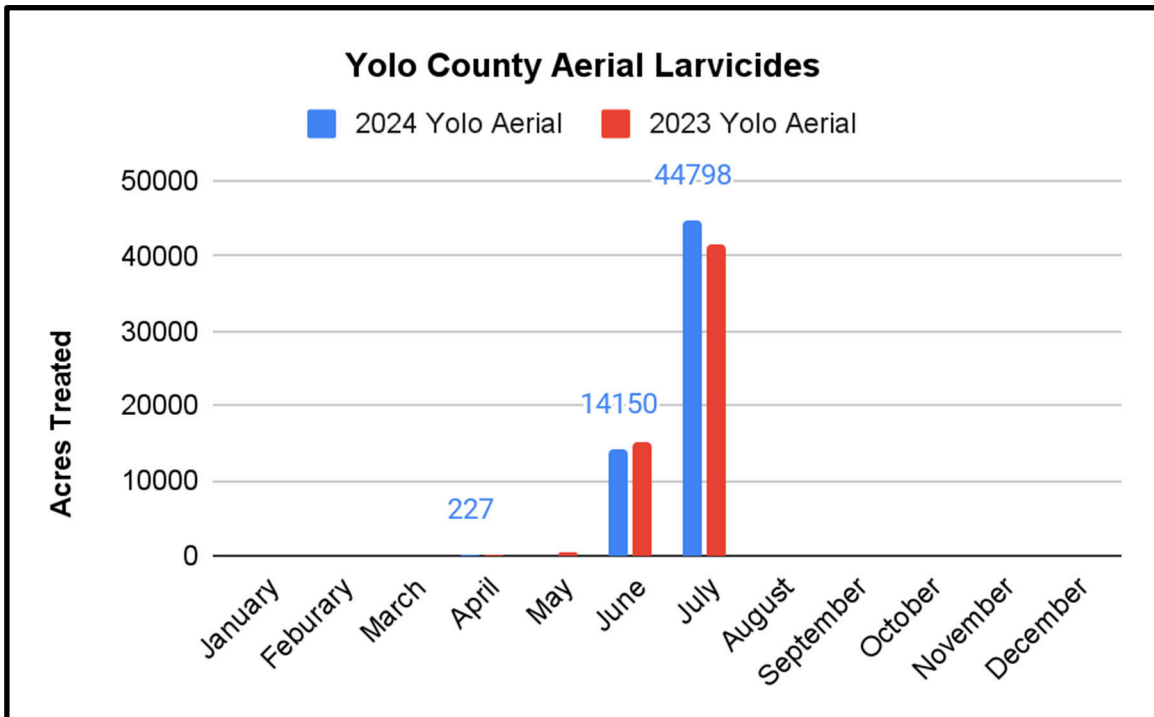
Culex, West Nile Virus (WNV) and General Mosquito Control

Fifty eight ground based ULV applications have been made in response to high abundance and or West Nile virus positive mosquito pools.

Irrigated agricultural crop and pasture areas are being monitored weekly with numerous larvicide applications being performed on a routine basis.

Vector Control Disease International (VDCI) performed twenty seven aerial adulticide applications over rural agricultural areas in the Month of July.





Rice Program

The District has been larviciding and aduclticing all rice growing areas on a weekly basis based upon larval dip and adult trap counts. Wild rice will begin harvest in early August with the majority of conventional rice to begin harvest in mid to late September.

Catch Basin Program

The Catch Basin Program has treated 50,926 and Inspected 144,569 basins to date. In 2023 a total of 62,955 were treated by this time. The crew will continue testing new products and formulations while evaluating all other products that are in the rotation for effectiveness.

Pool Program

Control operations are reviewing the latest aerial imagery and comparing previously inspected unmaintained pools that had been maintained or drained to the current imagery.

Urban Control Operations:

The Aedes Control Department is monitoring and treating known infestations in South Natomas, Winters, West Sacramento, Upper Land Park, Elder Creek, Rancho Murieta, Carmichael and Rosemont with new detections found in Rancho Cordova, Woodland, and Elk Grove. The crews set over 393 BG traps and visited 1,331 residents in the detection areas for the month of July.

Aerial UAS Applications

Leading Edge Aerial Technologies (LEA) has performed six applications in July in both counties over agricultural and wetland areas.

The African visitors from PAMCA assisted district staff from every department during their tenure at the District in the month of July. Below are some of their highlights.



PUBLIC INFORMATION AND EDUCATION
Monthly Report for August Board Meeting

National Night Out Repellent and Materials Distribution:

A press release was sent out indicating that free repellent wipes were available for National Night Out. The response to the free wipes was extremely positive and various neighborhood associations, cities, and residents received the wipes. In addition, we attended two National Night events organized by the South Land Park neighborhood association where we had detections of WNV activity and in Natomas where invasive mosquitoes continue to spread. The events were very well attended and participants appreciated the mosquito prevention information and free repellent wipes they received.

Events:

In addition to National Night Out, in August we will participate in three other community events that include the Members Night at the Sacramento Zoo, UC Davis Master Gardner Harvest Day and 5 days at the Yolo County Fair in Woodland. The event at the zoo was held on August 1st and while it was hot, many families attended and engaged with our staff. They loved the free wipes and many had questions about the WNV activity in Land Park and surrounding areas. We are always excited to be at the UC Davis Master Gardner Harvest Day. This event is all about gardening and provides educational talks on composting, herbs, tree pruning, use of green waste containers and many other relevant gardening tips. The event was a huge success as we were able to provide in depth information about invasive mosquitoes to a captive audience that understands the scope of the problem in the community. There were many other community organizations in attendance, the repellent wipes and information were well received and overall it was a fabulous event!

Presentations:

We are reaching out to Rotary Clubs and other service organizations to offer a presentation to their group. Currently, a presentation is scheduled with the Woodland Rotary Club on August 29th.

Repellent and Materials Distribution:

We have continued our partnership with the Yolo County Health and Human Services Agency and provided repellent wipes to be distributed through their Wellness Vending Machine Program. In addition, we recently supplied repellent wipes to be included in care packages for local soldiers stationed overseas. Lastly, wipes were also delivered to employees at the Sacramento International Airport.

Government affairs:

As part of our ongoing detection of invasive mosquitoes and WALS applications, we have been keeping local elected officials informed by sending them regular email updates with our findings and response activities.

World Mosquito Day

To commemorate World Mosquito Day on August 20th the MVCAC Public Relations Committee put together a video and a social media calendar with info graphics in both English and Spanish. All materials will be disseminated to media outlets and other districts throughout the state so we can all have a unified message.

Advertising

The advertising campaign continues to be in full swing and our Fight the Bite messages are airing consistently across radio and television stations. The media schedule is in flights so that our messages are being rotated across stations and this ensures a constant presence at all times throughout the media market. In addition to these commercials we also have billboards and a variety of digital ads.

PAMCA

During the month of July we had visitors from Senegal and Cameroon. On their first day, I met with them and provide an overview of the Public Information and Education Department. They were very interested in our outreach efforts and how we engaged citizens to promote behavior change to decrease mosquito populations. I also had the opportunity to bring them to summer camp presentations at the Sacramento zoo so they could see firsthand an important part of our outreach to children. They enjoyed interacting with the kids, answering their questions and talking about their malaria control work in their respective countries.



Sacramento-Yolo Mosquito and Vector Control District

August 20, 2024 Board Meeting

4. Board Review and Consideration of Contract with NEOGOV for Payroll and Human Resources Software

Staff Report:

The Sacramento Yolo Mosquito and Vector Control District (SYMVCD) is currently utilizing QuickBooks for payroll and accounting, Sage Insperity for time tracking, and ACA for tax filings. The QuickBooks transition went very well for the accounting portion, but we ran into some issues in the processing of payroll with their program. During the District's implementation process to adopt QB, it was discovered that QB cannot meet the District's needs, particularly in the areas of benefits management and handling Special District FLSA regulations for payroll items. District staff then began to investigate other software programs that would be able to incorporate all functions of payroll, time tracking, HR, and tax filings. Staff consulted with ADP and found that their software was also lacking when it came to managing the complexities of our payroll and HR needs. To ensure a new system meets the District's requirements, the administration team reopened the discussions and rigorously researched potential alternatives having failed to find a solution with two large payroll companies, QB and ADP. The administration team contacted local public agencies, researched promising systems, and verified that any new system would be able to handle the unique requirements of Special Districts. As a result, the administration team has identified NEOGOV as the most suitable and comprehensive solution.

The District payroll is processed by our Senior Administrative Assistant. Our current process is extremely time-consuming and vulnerable to error due to manual data calculations and entry. Implementing NEOGOV will automate these processes, streamline cross-training, and free up administrative staff to focus on high-level tasks imperative to the District. Implementing NEOGOV will provide the SYMVCD with a comprehensive, integrated solution that reduces the need for multiple disparate systems, increases efficiency, and ultimately offers a more scalable solution as the organization grows. Given QB and ADP's inability to handle our benefits and multiple payroll items, the Admin Department recognizes NEOGOV as the best option to ensure a seamless and efficient payroll and Benefits/HR process.

The cost of implementation of NEOGOV is included in the packet along with some information about the company and programs. The major cost of implementation is the initial setup and programming of \$77,500. With the signing of a 3 year contract, they are giving a discount on the first two years of annual subscription costs. Ultimately, the subscription cost will be approximately \$44,000 per year. This would be an increase of about \$16,000 per year as compared to what we are currently paying for various software systems.

Current annual cost of various software programs being utilized by the District.

Sage HRMS	\$ 8,000
Aatrix (Preparing Tax Forms 941 and 1094/1095)	\$ 2,700
QuickBooks Payroll fees for Payroll Taxes	\$ 2,200
QuickBooks fees for Payroll per employee	\$ 1,100
RKL eSolutions, LLC	\$ 10,000
Delphia Consulting	\$ 4,000
Total	\$ 28,000

The following agencies use NEOGOV's systems, and faced similar issues with managing payroll and benefits/hr. Each of the agencies have a complex payroll model with a salary step system, an annual COLA, wage-dependent payroll items, FLSA-regulated overtime calculations, and a complicated FMLA reporting system.

- Sacramento Housing and Redevelopment Agency
- City of Elk Grove
- County of Sacramento
- City of Grant
- City of Sacramento
- Cosumnes Community Services District
- City of Rancho Cordova
- Sacramento Metropolitan Fire District
- Sacramento Area Council of Governments
- Sacramento Regional County Sanitation District
- Sacramento County Public Works Agency
- Sacramento Metropolitan Air Quality Management District
- Sacramento Public Library
- City of West Sacramento
- County of Mono
- Orange County Vector Control District
- Greater Los Angeles County Vector Control District
- San Gabriel Valley Mosquito and Vector Control District
- Valley Sanitary District
- City of Sanger
- City of Clovis
- City of Selma
- County of Fresno
- San Joaquin Valley Air Pollution Control District
- Sacramento Metro Air Quality Management District

NEOGOV also offers expansion and growth with other modules that the District may want to implement in the future, including Recruitment, Hiring, Onboarding, Training, and Policy/Compliance. The Admin Team recommends implementing NEOGOV to align with our strategic goals of streamlining payroll and Benefits/HR operations and ensuring comprehensive benefits management for our employees.

Recommendation:

Authorize the Manager to enter into a contract with NEOGOV to purchase and implement new payroll and human resources software as highlighted in the attached quote.

Exhibit A
Order Form



NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Wesley Taylor

Sacramento-Yolo Mosquito and Vector Control
District (CA)
, CA
USA

Quote Valid From: 7/17/2024
Quote Valid To: 8/30/2024

Quote Number: Q-17056
PaymentTerms: Annual,Net 30
Subscription Term in Months: 36

Employee Count: 90
Order Summary

Year 1

Service Description	Type	Start Date	End Date	Term Price (USD)
Manage Module Includes Payroll, Time & Attendance, Benefits, Core HR	RECURRING			\$21,951.00
Manage Module Setup And Training	ONE-TIME			\$60,000.00
Payroll Services Subscription	RECURRING			\$2,964.00
Payroll Services Setup	ONE-TIME			\$17,500.00
Year 1 TOTAL:				\$102,415.00

Year 2

Service Description	Type	Start Date	End Date	Term Price (USD)
Manage Module Includes Payroll, Time & Attendance, Benefits, Core HR	RECURRING			\$29,268.00

Service Description	Type	Start Date	End Date	Term Price (USD)
Payroll Services Subscription	RECURRING			\$3,952.00
Year 2 TOTAL:				\$33,220.00

Year 3

Service Description	Type	Start Date	End Date	Term Price (USD)
Manage Module	RECURRING			\$38,412.00
Includes Payroll, Time & Attendance, Benefits, Core HR				
Payroll Services Subscription	RECURRING			\$5,187.00
Year 3 TOTAL:				\$43,599.00

ORDER TOTAL (USD) : \$179,234.00

DRAFT



A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).

**"Sacramento-Yolo
Mosquito and Vector
Control District (CA)"**

DRAFT

Signature:

Print Name:

Date:



NEOGOV

HRIS



MANAGE

Built specifically for the public sector, our HRIS simplifies the management and visibility of benefits, time & attendance, payroll, and administrative data for managers and employees alike.

CORE HR

Allow HR, managers, and employees to collaborate in one space that services all the workforce's administrative needs, while maintaining strict compliance

HR

- Salary administration
- Approvals & workflows
- Effective dating
- Union contracts
- Mass salary update

Employee Self-Service*

- View leave banks
- Print pay stubs and W2s
- Direct deposit & tax elections
- Maintain timesheets
- Benefits enrollment

Position Management

- FTE tracking
- Scales/Steps and Ranges
- Mass rate changes
- Premiums
- Distribution codes*

BENEFITS

Manage all employee, plan, and enrollment types in one place for increased transparency, across every department of your agency

Plan Definitions

- Define plan, coverage and rate data
- Wide variety of benefit plans
- Schedules based on employee group, type, union, status
- Overrides at the employee level

Enrollment

- Open enrollment
- New hire enrollment
- Qualifying life events

Contributions

- Complex calculations
- Seamlessly integrated with Payroll
- 834 Carrier Exchange

PAYROLL

Save time with an easy-to-use system that can handle complex public sector payroll requirements

Compliance

- Compliance with the latest taxation (down to local level)
- FLSA & retro calculations
- General ledger & costing
- Vendor payments
- Online pay stubs
- Taxable, fringe benefits and imputed income

Integration

- Fully integrated with benefits & attendance
- Financial/GL Integration
- Data extract capabilities

Payroll Services

- W2s, 1095s/1094s creation & distribution
- Tax filing and payment
- ACH services
- Wage order payments

TIME & ATTENDANCE

Easily manage time & attendance with a solution that addresses specific public sector needs while providing increased visibility

Configuration

- Attendance/Leave tracking
- FMLA and Comp time tracking
- 9/80s, 4/10s, overtime rules, etc.
- Shift differentials & premiums
- FLSA calculations

Automation

- Online timesheets
- Mobile time entry
- Timesheet approvals
- Approval workflows with email reminders
- Exception based timesheets

Integration

- Time clocks
- GPS tracking
- Leave banks
- Job/fund costing
- External clock file feeds

*"If you have not yet tried NEOGOV, you are working too hard. You are not working intuitively. Once you have tried NEOGOV, you will realize how easy it is to actually **run your whole staffing process without breaking a sweat.**"*

Andreas Pyper
County of Santa Barbara, CA

*Included with Product Suite

888.NEOGOV1 | CONTACT@NEOGOVS.COM | NEOGOV.COM | @NEOGOVS

NEOGOVS
Intelligent HR

Manage

Input - Empower - Pay - Measure



HR Core HR | Information & Process Management

- **Get excited to focus on more strategic work** instead of fulfilling tedious employee requests
- **Feel confident** that all your employee information is up-to-date and accurate
- **Don't waste time** re-entering the same employee data in multiple systems

BE Benefits | Benefits Plan Administration

- **Show your employees you care** with the ability to enroll in benefits with their loved ones at home
- **Free up your mind and your time** by automating the flow of information between benefits and payroll
- **Stop worrying** whether plans and offers are accurate for each employee

PR Payroll | Pay Calculations & Distribution

- **Give employees autonomy** with anytime access to pay stubs when they need it most
- **Stop spending countless hours generating payroll** at the end of the pay period, let Payroll calculate it
- **Gain peace of mind** never having to question if calculations are correct or if you're tax compliant

TA Time & Attendance | Time Tracking

- **Show employees you value their time** by letting them view their PTO and request vacation online
- **Never stress about the nuances** of your timekeeping – let the system handle eligibility, entitlement, and FMLA tracking
- **Eliminate the hassle of getting hours to payroll** with time tracking and payroll integration

“We used to do so much manipulation to pull reports that it could take half an hour to get [what] we needed. Now, it takes five minutes and does exactly what we need it to do.”

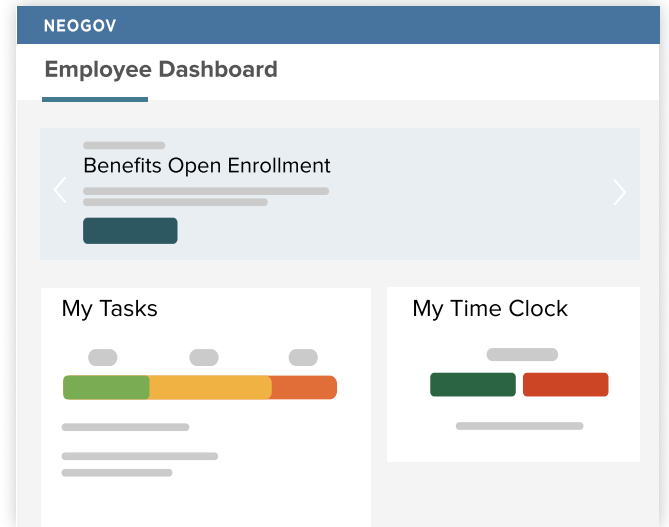
Amada Swanson, HR Generalist, City of West Fargo, ND

How We Help You Simplify the Management of Employee Data

HR Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

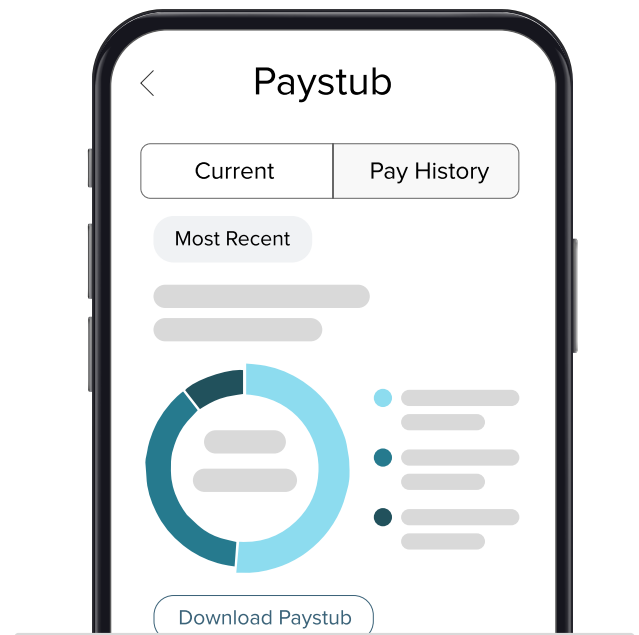
Input

- HR** Enter employee information in one location
- HR** Set up approval workflows for when employees change their information
- PR** Set up pay rates for employees and view pay history
- BE** Insert benefit plans available to employees
- TA** Add schedules and/or automatically collect hours for timesheets



Empower

- HR** Allow employees to enter and update their own information
- BE** Let employees easily enroll in benefits from anywhere
- TA** Give employees freedom to check their bank balances and request time off
- TA** Enable employees to clock in and out from a physical time clock or online
- PR** Allow employees to view pay stubs, update direct deposit info, and download tax forms



How We Help You Simplify the Management of Employee Data

HR Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

Pay

- TA** Automate the collection of hours for timesheets from time clock punches
- Set up approval workflows for timesheets and time-off requests
- Define daily, weekly, or other overtime rules to dynamically calculate overtime in payroll
- PR** Automatically calculate blended rates, even for mid-pay period changes, overtime, and retro pay per employee
- Track taxable wages for benefits that require imputed income
- Generate digital copies of W2s, 1095s, and/or 1094s

Payroll Exceptions

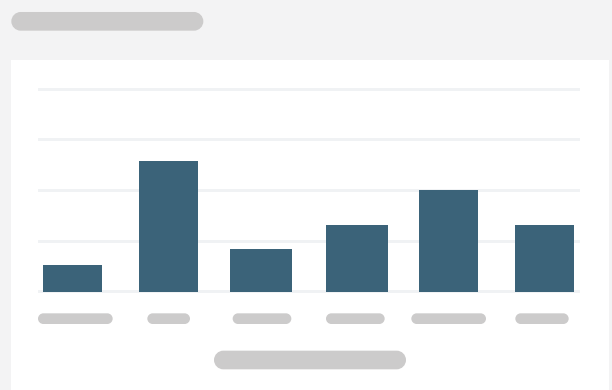
The dashboard shows a summary table with columns for GROSS PAY, NET PAY, EE TAXES, EE DEDUCTIONS, ER TAXES, and ER DEDUCTIONS. Below this is a detailed table for employee Aston Velez (ID: 02224468) for the current pay period.

DESCRIPTION	HOURS	RATE	THIS PAY PERIOD
Regular	3765	\$5755	\$2,166.95
Overtime	0	0	\$0.00
Vacation	0	0	\$0.00

Measure

- HR** Generate ad hoc and cross-functional reports exportable in Excel or .csv file format
- PR** Set schedules for payroll reports to be automatically sent to stakeholders
- Run payroll reports for auditing purposes before finalizing payroll
- Create charts with ad hoc reporting of cash requirements, for example, and schedule them out

Pay History: Amount



Product Implementation Process

Implementation typically takes 90–120 days per product. Depending on the organization, concurrent implementations for multiple products are available.

Pre-Implementation

1 WEEK

- Assign Project Lead and assemble Project Team
- Business process and document review
- Guide CX Access
- Complete pre-kick-off call questionnaire
- Schedule kick-off call

System Configuration

8 - 10 WEEKS

- Self-paced online training and setup
- Hold kickoff call
- Review scope and responsibilities
- User configuration training
- Community overview
- Get training resources and project assignments
- Complete self-paced training and workbook exercises
- System configuration
- Establish security and admin settings
- Build forms, workflows, tables, checklists (specifics vary based on product)

Go Live Preparation

2 - 4 WEEKS

- Train internal users
- System validation
- Import employee data (depending on product)
- Internal workflow and process training for end users based on configuration and setup
- Final production review
- Sign off and go live
- Introduction to Customer Support process

Weekly check-in meetings to provide support and guidance

Post-Implementation

ONGOING

- Transition to Customer Support
- Implementation Consultant available for 30 days for a smooth transition

Why NEOGOV?



Built for the Public Sector

Made for the complexities of the public sector – and trusted for over 20 years.



Easy-to-Use

A modern interface and simple software your employees actually want to – and can – use.



One Login

A single login to access all your products in one integrated system, plus a mobile app.



Analytics and Reporting

View preloaded or custom dashboards and reports with data on your entire employee lifecycle.



Global Resource Library

Share job descriptions, forms, and processes from other government agencies.



Great Customer Service

Guidance and support from implementation and beyond, with 4.3/5 stars on Capterra.

*“We chose NEOGOV because of the customer service and the ease of use. **We don’t have IT do everything – we do it in HR ourselves.** Having a system we can run is very nice.”*

Teedara Garn, Cowlitz Public Utility District, WA

Trusted By



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[Book an appointment](#) on our website to see how NEOGOV puts all your HR needs in one place.

