

San Mateo County Mosquito and Vector Control District



1/9/2013

Amended & Approved District Budget 2012/2013

1351 Rollins Road
Burlingame, CA 94010
650-344-8592
www.smcmad.org

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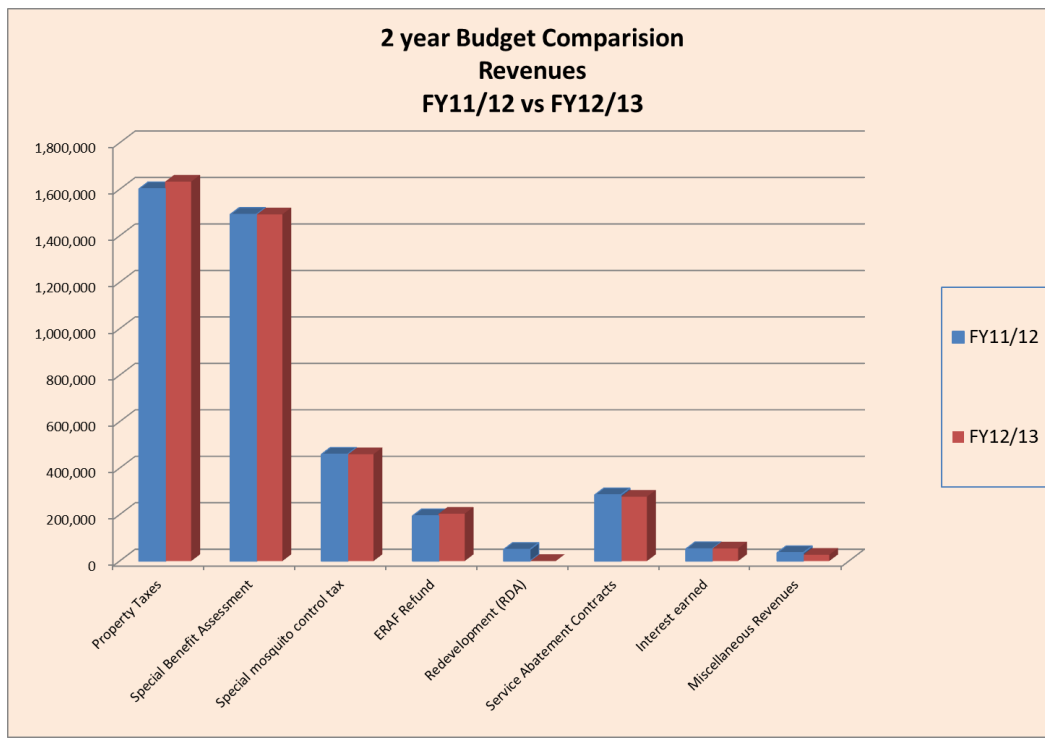
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Budget Comparisons

Two Year Budget Comparison - Revenues

REVENUES	Budgeted FY11/12	Approved	Difference	% Change
		Budgeted FY12/13	From 11/12 to 12/13	From 11/12 to 12/13
Property Taxes	1,601,879	1,632,920	31,041	2%
Special Benefit Assessment	1,491,523	1,491,980	457	0%
Special mosquito control tax	459,110	459,585	475	0%
ERAF Refund	194,017	203,718	9,701	5%
Redevelopment (RDA)	49,695	0	(49,695)	(100%)
Service Abatement Contracts	284,600	276,892	(7,708)	(3%)
Interest earned	52,272	53,840	1,568	3%
Miscellaneous Revenues	35,250	27,000	(8,250)	(23%)
	4,168,346	4,145,935	(22,411)	(0.54%)



**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Two Year Budget Comparison - Expenditures**

		Amended & Approved	Amended & Approved	Difference	% Change
		Budgeted	Budgeted	From 11/12	From 11/12
		FY11/12	FY12/13	to 12/13	to 12/13
Salary & Benefits					
4111	Regular Full Time	1,500,000	1,325,000	(175,000)	(12%)
4161	Regular Part Time	104,000	151,000	47,000	45%
4311	Social Security	8,000	9,000	1,000	13%
4321	Retirement	406,351	395,000	(11,351)	(3%)
4412	Health Insurance	278,585	314,635	36,050	13%
4414	Great-West Deferred Comp	11,100	13,000	1,900	17%
4415	Medicare Insurance	24,000	24,000	-	0%
4422	Dental Insurance	31,568	36,000	4,432	14%
4431	Vision Insurance Plan	4,543	4,700	157	3%
4440	Commuter Benefit	0	5,000	5,000	-
4442	Long Term Disability	9,000	10,000	1,000	11%
4451	Unemployment Insurance	18,000	18,000	-	0%
4621	AFLAC Insurance	6,121	6,200	79	1%
subtotal		2,401,268	2,311,535	(89,733)	(4%)
Services & Supplies					
5111	Agricultural	250,000	250,000	-	0%
5121	Clothing	22,850	23,910	1,060.00	5%
5156	Household	3,871	3,980	109.00	3%
5171	Medical / Laboratory	4,100	5,190	1,090.00	27%
5199	Office	21,080	20,852	(228.00)	(1%)
5233	Special Tools	12,500	19,175	6,675.00	53%
5331	Memberships	18,075	18,388	313.00	2%
5416	Gasoline / Oil	62,000	67,000	5,000.00	8%
5428	Miscellaneous Repair	64,500	56,140	(8,360.00)	(13%)
5472	General Maintenance	7,900	9,290	1,390.00	18%
5631	Electric / Gas	23,000	7,770	(15,230.00)	(66%)
5635	Water / Sewer	9,284	9,790	506.00	5%
5721	Meetings / Conferences	76,700	83,760	7,060.00	9%
5856	Services / Consultation	447,479	332,865	(114,614.00)	(26%)
5966	District Special Expenses	54,349	167,620	113,271.00	208%
6712	Telephone	37,000	20,300	(16,700.00)	(45%)
6725	General Liability Insurance	58,000	60,000	2,000.00	3%
6731	All Other Insurance	81,700	84,096	2,396	3%
subtotal		1,254,388	1,240,126	(14,262)	(1%)
Fixed Assets					
7211	Structures / Improvements	0	0	-	-
7311	Equipment	0	1,300	1,300.00	-
subtotal		0	1,300	1,300.00	-
Budget Total		3,655,656	3,552,961	(102,695)	(3%)
Capital Project Fund					
Capital Project Fund Services Supplies					
5188-05	Other Misc Exp	1,419	1,860	441	31%
5233-05	Special Tools	2,700	1,300	(1,400)	(52%)
5428-05	Misc Repair	141,000	218,000	77,000	55%
5966-05	District Special Expense	19,100	2,000	(17,100)	(90%)
subtotal		164,219	223,160	58,941	36%
Capital Fund Fixed Assets					
7311-05	Equipment	205,500	162,934	(42,566)	(21%)
8611-05	Appropriate Contingencies	28,581	12,066	(16,515)	(58%)
subtotal		234,081	175,000	(59,081)	(25%)
Budget Total		398,300	398,160	(140)	(0%)

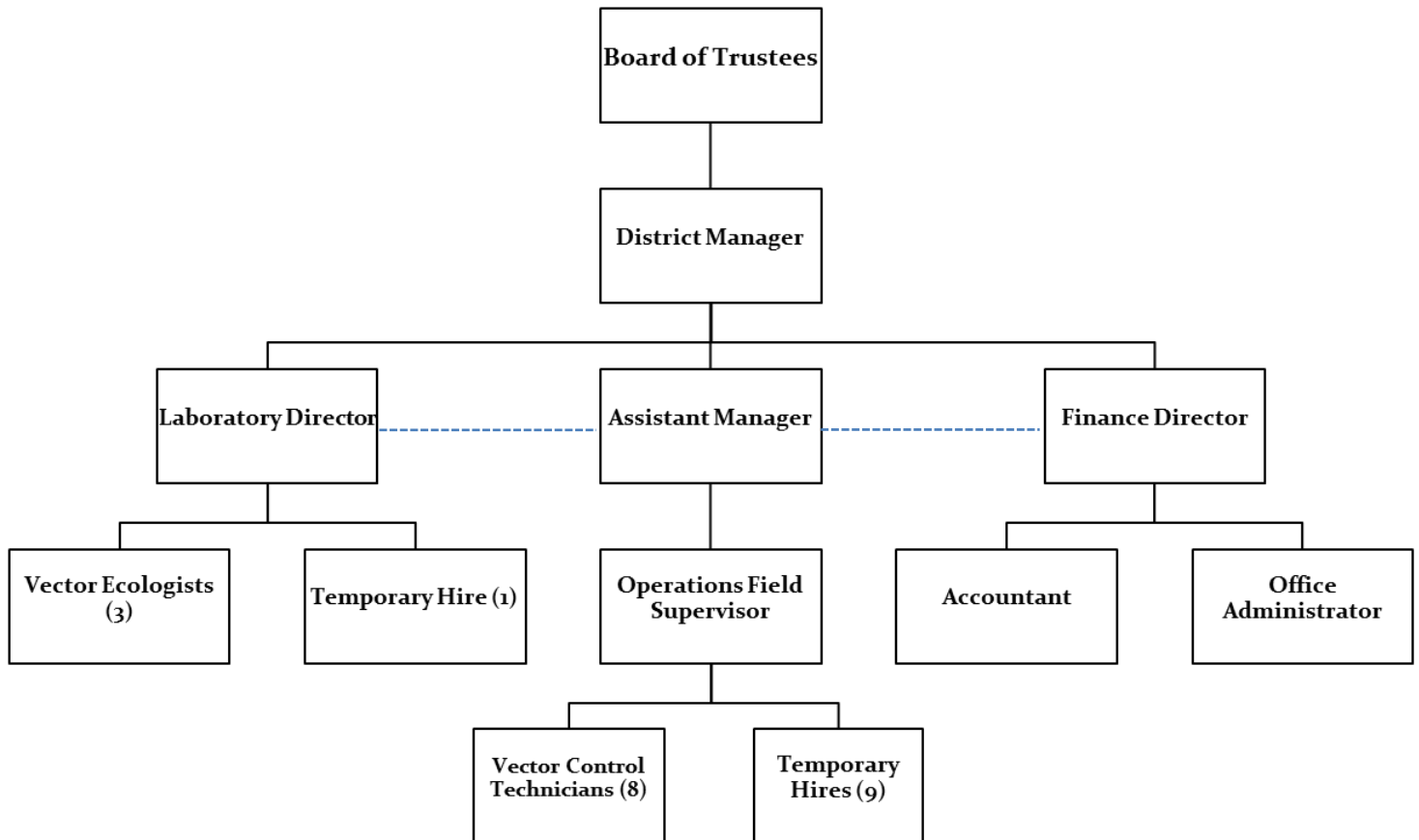
**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Personnel Summary**

FULL TIME STAFF	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12-13
District Manager	1	1	1
Assistant Manager	1	1	1
Laboratory Director	1	1	1
Finance Director	1	1	1
Operations Supervisor	1	1	1
Vector Ecologist	3	3	3
Accountant	1	1	1
Office Administrator	1	1	1
Vector Control Technicians	10	8	8
TOTALS	20	18	18

* Part-time personnel are not included

San Mateo County MVCD

Organizational Chart



Operational Budget FY12/13

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
Three Year Budget Comparison
Budgeted vs Expended**

		Previous Fiscal Year		Amended & Approved Previous Fiscal Year		Amended & Approved Current Fiscal Year	% Change	% Change
		Expended FY10/11	Budgeted FY10/11	Projected FY11/12	Budgeted FY11/12	Budgeted FY12/13	From 10/11 to 11/12	From 11/12 to 12/13
Salary & Benefits								
4111	Regular Full Time	1,526,718	1,600,000	1,411,472	1,500,000	1,325,000	(6.3%)	(11.7%)
4161	Regular Part Time	100,510	104,000	96,532	104,000	151,000	0.0%	45.2%
4311	Social Security	7,609	14,000	7,263	8,000	9,000	(42.9%)	12.5%
4321	Retirement	482,440	450,000	403,378	406,351	395,000	(9.7%)	(2.8%)
4412	Health Insurance	324,715	277,814	276,344	278,585	314,635	0.3%	12.9%
4414	Great-West Deferred Comp	0	0	11,600	11,100	13,000	-	17.1%
4415	Medicare Insurance	23,547	24,811	22,213	24,000	24,000	(3.3%)	0.0%
4422	Dental Insurance	31,949	39,694	31,211	31,568	36,000	(20.5%)	14.0%
4431	Vision Insurance Plan	4,304	4,803	4,501	4,543	4,700	(5.4%)	3.5%
4440	Commute Benefit	0	0	0	0	5,000	-	-
4442	Long Term Disability	10,331	10,494	8,247	9,000	10,000	(14.2%)	11.1%
4451	Unemployment Insurance	14,532	15,014	13,553	18,000	18,000	19.9%	0.0%
4621	AFLAC Insurance	9,635	10,476	6,094	6,121	6,200	(41.6%)	1.3%
	subtotal	2,536,291	2,551,106	2,292,409	2,401,268	2,311,535	(5.9%)	(3.7%)
Services & Supplies								
5111	Agricultural	240,555	230,000	239,565	250,000	250,000	8.7%	0.0%
5121	Clothing	16,592	22,550	17,357	22,850	23,910	1.3%	4.6%
5156	Household	1,999	3,500	4,180	3,871	3,980	10.6%	2.8%
5171	Medical / Laboratory	3,265	4,100	3,029	4,100	5,190	0.0%	26.6%
5199	Office	17,516	24,230	17,714	21,080	20,852	(13.0%)	(1.1%)
5233	Special Tools	10,671	17,000	11,846	12,500	19,175	(26.5%)	53.4%
5331	Memberships	9,110	19,025	16,595	18,075	18,388	(5.0%)	1.7%
5416	Gasoline / Oil	66,671	67,000	55,702	62,000	67,000	(7.5%)	8.1%
5428	Miscellaneous Repair	55,639	64,500	32,465	64,500	56,140	0.0%	(13.0%)
5472	General Maintenance	5,479	7,900	5,273	7,900	9,290	0.0%	17.6%
5631	Electric / Gas	11,603	23,000	4,236	23,000	7,770	0.0%	(66.2%)
5635	Water / Sewer	7,046	8,000	8,496	9,284	9,790	16.1%	5.5%
5721	Meetings / Conferences	86,985	102,300	73,394	76,700	83,700	(25.0%)	9.2%
5856	Services / Consultation	264,710	244,300	469,852	447,479	332,865	83.2%	(25.6%)
5966	District Special Expenses	37,949	43,000	27,641	54,349	167,620	26.4%	208.4%
6712	Telephone	41,242	45,000	16,089	37,000	20,300	(17.8%)	(45.1%)
6725	General Liability Insurance	46,580	58,203	57,573	58,000	60,000	(0.3%)	3.4%
6731	All Other Insurance	90,128	87,487	81,438	81,700	84,096	(6.6%)	2.9%
	subtotal	1,013,740	1,071,095	1,142,445	1,254,388	1,240,126	17.1%	(1.1%)
Fixed Assets								
7311	Equipment	80,941	0	0	0	1,300	-	-
	subtotal	80,941	0	0	0	1,300	-	-
	Budget Total	3,630,972	3,622,201	3,434,854	3,655,656	3,552,961	0.9%	(2.8%)

Capital Project Fund								
Capital Project Fund Services Supplies								
5188-05	Other Misc Exp	270,971	14,000	1,379	1,419	1,860	(90%)	31.1%
5233-05	Special Tools	14,823	86,700	612	2,700	1,300	(97%)	(51.9%)
5428-05	Misc Repair	11,960	67,000	138,870	141,000	218,000	110%	54.6%
5834-05	Legal / Admin Fees	0	2,500	0	0	0	(100%)	-
5966-05	District Special Expense	0	25,000	0	19,100	2,000	(24%)	(89.5%)
	subtotal	297,754	195,200	140,862	164,219	223,160	(15.9%)	35.9%
Capital Fund Fixed Assets								
7211-05	Structures / Improvements	732,825	0	0	0	0	-	-
7311-05	Equipment	0	238,700	150,443	205,500	162,934	(14%)	(20.7%)
8611-05	Appropriate Contingencies	50,000	350,000	0	28,581	12,066	(92%)	(57.8%)
	subtotal	782,825	588,700	150,443	234,081	175,000	(60.2%)	(25.2%)
	Budget Total	1,080,579	783,900	291,305	398,300	398,160	(49.2%)	(0.0%)

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
2012 - 13 GENERAL BUDGET**

General Fund		
General Fund Salary & Benefits		Amended & Approved Budget
4111	Regular Full Time	1,325,000
4161	Regular Part Time	151,000
4311	Social Security	9,000
4321	Retirement	395,000
4412	Health Insurance	314,635
4414	Great West Deferred Comp	13,000
4415	Medicare Insurance	24,000
4422	Dental Insurance	36,000
4431	Vision Insurance Plan	4,700
4440	Commute Benefit	5,000
4442	Long Term Disability	10,000
4451	Unemployment Insurance	18,000
4621	AFLAC Insurance	6,200
Subtotal		2,311,535
General Fund Services & Supplies		
5111	Agricultural	250,000
5121	Clothing	23,910
5156	Household	3,980
5171	Medical/Laboratory	5,190
5199	Office	20,852
5233	Special Tools	19,175
5331	Memberships	18,388
5416	Gasoline/Oil	67,000
5428	Miscellaneous Repair	56,140
5472	General Maintenance	9,290
5631	Electric/Gas	7,770
5635	Water/Sewer Disposal	9,790
5721	Meetings/Conferences	83,760
5856	Services/Consultation	332,865
5966	District Special Expenses	167,620
6712	Telephone	20,300
6725	General Liability Insurance	60,000
6731	All Other Insurance	84,096
Subtotal		1,240,126
General Fund Fixed Assets		
7311	Equipment	1,300
Subtotal		1,300
Expenditures Total		3,552,961
General Fund Contingencies Reserves		
8611	Approp. Contingencies	184,895
8612	General Reserves	2,038,830
General Fund Disbursement Total		5,776,686
Capital Project Fund		
Capital Project Fund Services Supplies		
5188-05	Other Misc Exp	1,860
5233-05	Special Tools	1,300
5428-05	Miscellaneous Repair	218,000
5966-05	District Special Expense	2,000
Subtotal		223,160
Capital Fund Fixed Assets		
7311	Equipment	162,934
Subtotal		162,934
Expenditures Total		386,094
Capital Fund Contingencies Reserves		
8611-05	Approp. Contingencies	12,066
Capital Fund Disbursement Total		398,160

GENERAL FUND

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET SUMMARY

Acct No.	<u>SALARIES & EMPLOYEE BENEFITS</u>	
4111	Regular Full-Time Positions	1,325,000
4161	Regular Part-Time Positions	151,000
4311	Social Security Insurance	9,000
4321	County Retirement Plan	395,000
4412	Health Insurance	314,635
4414	Great West Deferred Compensation	13,000
4415	Medicare Insurance	24,000
4422	Dental Insurance	36,000
4431	Vision Insurance Plan	4,700
4440	Commute Benefit	5,000
4442	Long Term Disability	10,000
4451	Unemployment Insurance	18,000
4621	AFLAC (Accident Insurance)	6,200
	Subtotal Salaries & Employee Benefits	2,311,535
	<u>SERVICES & SUPPLIES</u>	
5111	Agricultural (insecticides)	250,000
5121	Clothing	23,910
5156	Household	3,980
5171	Medical/Laboratory	5,190
5199	Office	20,852
5233	Special Tools / Equipment	19,175
5331	Membership (Association dues)	18,388
5416	Gasoline /Oil Grease	67,000
5428	Repair and Maintenance	56,140
5472	General Maintenance	9,290
5631	Electric/Gas	7,770
5635	Water / Sewer	9,790
5721	Meetings / Conferences	83,760
5856	Services / Consultations	332,865
5966	District Special Expense	167,620
6712	Telephone	20,300
6725	General Liability Insurance	60,000
6731	All Other Insurance	84,096
	Subtotal Services & Supplies	1,240,126
	<u>FIXED ASSETS</u>	
7311	Equipment	1,300
	Subtotal	1,300
	<u>TOTAL OPERATIONAL BUDGET</u>	3,552,961
	<u>CONTINGENCIES</u>	
8611	10% of Operational Budget/Fixed Assets Budget	184,895
	<u>GENERAL RESERVES</u>	
8612	60% of Operational Budget/Fixed Assets Budget	2,038,830
	TOTAL BUDGET	5,776,686

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL

SALARIES & EMPLOYEE BENEFITS

Acct No.	Sub Code	Dept Code	Description	Subtotal
4111			Regular Full-Time Positions	1,325,000
4161			Regular Part-Time Employees	151,000
4311			Social Security Insurance	9,000
4321			County Retirement Plan	395,000
<u>Health Insurance</u>				
4412			Employee Medical Insurance	265,000
4412	A2	AD	Retiree Health Reimbursement	44,635
4412	A3	AD	Retiree Prescription	5,000
4412			subtotal Health Insurance	<u>314,635</u>
4414			Great West Deferred Comp	13,000
4415			Medicare Insurance	24,000
<u>Dental Insurance</u>				
4422			Dental Insurance (Delta Dental)	34,000
4422	A2	AD	Employee Dental Reimb	2,000
4422			subtotal Dental Insurance	<u>36,000</u>
4431			Vision Insurance Plan	4,700
4440			Commute Benefit	5,000
4442			Long Term Disability	10,000
4451			Unemployment Insurance	18,000
4621			AFLAC (Accident Insurance)	6,200
TOTAL SALARIES & BENEFITS				<u>2,311,535</u>

LB-Laboratory; OP-Operation; AD-Administration
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SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
 BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
 07/01/12

BUDGET DETAIL

SERVICES & SUPPLIES

Acct No.	Sub Code	Dept Code	Description	Subtotal
5111			<u>Agricultural (insecticides)</u>	
	A1	OP	Altosid, Pyrenone, Bti, oil, etc.	250,000
			Total Agricultural (insecticides) 5111	250,000
5121			<u>Clothing</u>	
	A1	OP	Coveralls/gloves (regular/disposable)	2,060
	A1	LB	Lab Coats	300
	A2	AD	Field jackets/Polo Shirts	2,000
	A3	OP	Rain gear	500
	A4	OP	Uniform service + Logo patches	13,000
	A5	OP	Rubber boots (knee/hip/waders)	3,000
	A6	OP	Work boots	2,000
	A7	OP	Bee Gear Suit	550
	A8	OP	Badges	500
			Total Clothing 5121	23,910
5156			<u>Household</u>	
	A1	AD	Cleaning supplies, soaps, paper towels, etc.	2,830
	B1	OP	Detergents-Hotsi	1,150
			Total Household 5156	3,980
5171			<u>Medical/Laboratory</u>	
	A1	OP	Medical kit replacements/Bee Sting Kits	1,000
	B1	OP	First aid creams, sunscreen, and lotions	790
			Laboratory supplies	
	C1	LB	Animal Husbandry	500
	C2	LB	Insect Curation	300
	C3	LB	Misc Lab Supplies	600
	C4	LB	Lab Bio Waste Disposal	600
	C5	LB	Lab Mosquito Blood Service	400
	D1	OP	Respirators	1,000
			Total Medical/Laboratory 5171	5,190
5199			<u>OFFICE EXPENDITURES</u>	
			<u>Office Supplies</u>	
	A1	AD	Postage	2,000
	A2	AD	Misc Office Supplies	7,620
	A3	AD	Water Service	1,200
	A4	AD	Kitchen Supplies	300
			subtotal Office Supplies	11,120
			<u>Printing</u>	
	B1	AD	Service Requests/Collection Labels	500
	B2	AD	Checks	500
	C1	AD	Commercial Printing	1,000
			subtotal Printing	2,000
			<u>Public Education</u>	
	D1	LB	Educational Materials/Fairs	1,000
	D2	LB	Presentations/Displays	1,000
	D3	AD	Promotional Items	1,000
			subtotal Public Education	3,000
	E1	OP	Maps	1,000
	F1	LB	Technical books	1,000
			<u>Subscriptions</u>	
	G3	AD	Subscriptions	200
	G4	AD	Web Site/Internet	300
	G5	AD	Vector Borne and Zoonotic Diseases	702
	G6	AD	Wildlife Control Technology	30
			subtotal Subscriptions	1,232
	I1	AD	Classified Ads	1,500
			TOTAL Office Expenditures 5199	20,852

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL				
Acct No.	Sub Code	Dept Code	Description	Subtotal
5233			<u>Special Tools / Equipment</u>	
	A1	OP	Shop/maintenance tools	1,000
	C1	LB	Research/mosquito laboratory	4,000
	D1	OP	Field equipment	1,675
	F1	AD	Computer Equipment / Software / Surveillance Camera	3,100
	G1	AD	Audio/Visual	500
			<u>Insect Sampling / Traps</u>	
	E1	LB	Collecting Supplies	1,000
	E2	LB	Dry Ice	2,900
	H1	LB	Rodent Bait Stations	5,000
			subtotal Insect Sampling / Traps	8,900
			TOTAL Special Tools / Equipment 5233	19,175
5331			<u>Membership (Association dues)</u>	
	A1	AD	MVCAC contractual dues	8,000
	A2	AD	CSDA (Calif. Special Districts Association)	4,576
	A3	AD	Entomological Society of America	237
	A4	AD	AMCA	2,600
	A5	AD	SOVE	200
	A6	AD	CSDA San Mateo Chapter	100
	A7	AD	Pacific Coast Entomological Society	75
	A9	AD	Misc Fees	100
	A11	AD	LAFCO	2,500
			Total Membership (Association dues) 5331	18,388
5416			<u>Gasoline / Oil / Grease</u>	
	A1	OP	Materials	67,000
			Total Gasoline / Oil / Grease 5416	67,000
5428			<u>Misc. Repair and Maintenance</u>	
			<u>Vehicle Repair</u>	
	A1	OP	Tires/balance/alignment/etc.	7,550
	A2	OP	Plugs/filters/batteries/etc.	4,010
	A3	OP	Garage service repairs	5,000
	A4	OP	Smog compliance	500
	A5	OP	Miscellaneous maintenance costs	7,000
	A6	OP	Argo Repairs	2,500
	A7	OP	Trailer Repairs	500
	A8	OP	Boat Repairs	10,030
	A9	OP	Accident Repairs	5,000
			subtotal Vehicle Repair	42,090
			<u>Operations equipment</u>	
	B1	OP	Sprayers/hand cans/parts	2,000
	B2	OP	Power sprayers/motor parts	2,050
	B3	OP	Equipment repairs/parts	2,000
			subtotal Operations equipment	6,050
			<u>Facility Repairs</u>	
	C1	LB	Laboratory equipment repair	2,000
	C2	AD	Office Equipment repairs/parts/Supplies	1,000
	C3	AD	Misc Facility Equipment Repairs	5,000
			subtotal Facility Repairs	8,000
			Total Misc. Repair and Maintenance 5428	56,140

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL				
Acct No.	Sub Code	Dept Code	Description	Subtotal
5472			<u>General Maintenance</u>	
	A1	OP	Paints/brushes/solvents/sealers/adhesives, etc.	500
	A2	OP	Lumber/shelving/glass replacement/plumbing, etc.	500
	A3	OP	Welding Cylinder Refills	300
			<u>Trash pickup service</u>	
	B1	AD	1351 Rollins Rd (Burlingame)	3,990
	C1	AD	Miscellaneous Maintenance repairs	3,000
	D1	OP	District Locks/Keys	1,000
			Total General Maintenance 5472	9,290
5631			<u>Electric / Gas</u>	
	A1	AD	1351 Rollins Rd (Burlingame)	6,870
	A2	AD	890 Barron Ave (Redwood City)	900
			Total Electric / Gas 5631	7,770
5635			<u>Water / Sewer</u>	
	A1	AD	1351 Rollins Rd (Burlingame)	5,520
	A2	AD	890 Barron Ave (Redwood City)	2,520
	A3	AD	CAL Water	1,750
			Total Water / Sewer 5635	9,790
5721			<u>MEETINGS / CONFERENCES</u>	
			<u>Board Meeting Expenses</u>	
	A1	AD	Monthly Trustee expenses	22,000
	A2	AD	Legal Ads	1,000
	A3	AD	Monthly Meeting/Committee Expenses	4,760
	A4	AD	Board Training/Workshops	1,000
	I1	AD	Trustee Field Day	2,400
			subtotal Board Meeting Expenses	31,160
			<u>Conference attendance</u>	
	B1	AD	MVCAC Annual Meeting (2013 in Sacramento)	16,000
	B2	AD	AMCA (2013 NJ)	6,000
	B3	AD	CSDA (2012 San Diego)	6,000
	B5	AD	VCJPA	300
	B8	AD	Misc Conferences	3,000
	B9	AD	MVCAC Quarterly Meeting	3,000
	B10	AD	AMCA Washington D.C.	5,000
			subtotal Conference attendance	39,300
			<u>Educational Seminars and Workshops</u>	
	C1	AD	CSDA Workshops	500
	C2	AD	MVCAC Workshops	500
	C3	AD	VCJPA Workshops	500
	C4	AD	Staff Training	1,000
	C5	AD	Admin Training	1,500
	C6	LB	Rodent Forum	500
	D1	AD	Misc. Meeting Expenses	6,000
	G1	AD	Coastal Region Continuing Education Program	2,800
			subtotal Educational Seminars and Workshops	13,300
			Total Meetings/Conferences 5721	83,760

LB-Laboratory; OP-Operation; AD-Administration

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL

Acct No.	Sub Code	Dept Code	Description	Subtotal
5856			<u>SERVICES / CONSULTATIONS</u>	
	A1	AD	Audit	29,360
			<u>Computer Consultant</u>	
	B1	AD	ZOA Consulting	8,000
	B2	AD	Computer Tech Support (QuickBooks, Arcview)	500
			subtotal Computer Consultant	<u>8,500</u>
			<u>Tax Roll Collection Services</u>	
	C1	AD	SCI Consultants	22,000
	C2	AD	Engineering Data Services	2,300
			subtotal Tax Roll Collection Services	<u>24,300</u>
			<u>Legal Services</u>	
	D1	AD	County Counsel Legal Services	22,000
	D1	AD	Special Counsel - LAFCo Review & Insurance Claim	74,350
			subtotal Legal Services	<u>96,350</u>
	E1	OP	Helicopter Service	50,000
	F1	LB	Certifications of Equipment (Spring)	400
			<u>Maintenance Agreements</u>	
	G1	AD	Pitney Bowes Postage and Copiers	16,500
	G2	AD	Security and Fire Alarm Maintenance	3,775
	G3	AD	Elevator Maintenance (Billed Qtrly)	5,320
	G4	AD	Pond/Landscape Service	12,000
	G5	AD	Voice Mail/Telephone Service	1,000
	G6	AD	Network Maintenance - CompuData	16,000
	G7	AD	HVAC Maintenance/Back Flow Testing	3,000
	G8	AD	Electric Gate Maintenance	1,000
	G9	AD	Lighting Fixtures	500
	G10	AD	Hotsy Machine	2,000
	G11	AD	ArcView	1,500
	H1	AD	City of Burlingame-Alarm Fees	400
	I1	OP	Fire Extinguisher Service	1,000
	J1	AD	Janitorial Service	14,400
	J2	AD	Comcast Maintenance	3,600
	J3	AD	Axcient	1,700
	J4	AD	Microsoft Intune & Email Service	5,000
			subtotal Maintenance Agreements	<u>88,695</u>
			<u>Medical services</u>	
	K2	OP	Safety Glasses	500
			subtotal Medical services	<u>500</u>
	L1	AD	Human Resources Services	17,760
	M1	AD	Payroll Service	7,000
	N1	AD	Union Bank Fees	2,100
	O1	AD	ADP Screening & Selection Fees	2,900
	P1	AD	Intersections - Identity Theft	5,000
			TOTAL SERVICES / CONSULTATIONS 5856	<u>332,865</u>

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**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL				
Acct No.	Sub Code	Dept Code	Description	Subtotal
5966			District Special Expense	
	A1	OP	Mosquito fish pond maintenance supplies / fish accessories	1,500
	B1	LB	Research projects - Lyme, encephalitis	3,000
	C1	LB	Sentinel chicken flocks / supplies	1,800
	D1	OP	Miscellaneous / Regulation Compliance	200
	E1	LB	Disease Surveillance	3,300
			Permits	
	F1	AD	NPDES	12,000
	F2	LB	Source Reduction (SWRCB)	100
	F3	AD	Environmental Health	1,000
	F4	LB	CEQA / PEIR	120,000
			subtotal Permits	<u>133,100</u>
			Advertising	
	H1	AD	Media Advertising	10,000
			MVCAC Research	
	I1	AD	Mosquito Research Foundation	10,000
			Special Assessments	
	J1	AD	Special Assessment - Redwood City	3,200
	J2	AD	Burlingame Storm Drainage Fee	1,520
			subtotal Special Assessments	<u>4,720</u>
			TOTAL District Special Expense 5966	<u>167,620</u>
6712			Telephone	
	A1	AD	Verizon, ATT	18,300
	A2	AD	Phones / Batteries / Accessories	2,000
			Total Telephone 6712	<u>20,300</u>
6725			General Liability Insurance	
	A1	AD	Liability (VCJPA)	60,000
6731			All Other Insurance	
	A1	AD	Worker's Compensation (VCJPA)	67,000
	B1	AD	Non-Owned Aircraft	5,000
	D1	AD	Other VCJPA Insurance Fees	12,096
			Total All Other Insurance 6731	<u>84,096</u>
TOTAL SERVICES & SUPPLIES				<u>1,240,126</u>

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**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY 2012-13 - FUND NO. 02706 (GENERAL FUND)
07/01/12**

BUDGET DETAIL

STRUCTURES & IMPROVEMENTS

Acct No.	Sub Code	Dept Code	Description	Subtotal
			Equipment	
7311	A2	AD	Equipment	1,300
			Total Structures & Improvements	1,300
Total Operational Budget				3,552,961
			CONTINGENCIES	
8611			10% of Operational Budget/Fixed Assets Budget	184,895
			GENERAL RESERVES	
8612			60% of Operational Budget/Fixed Assets Budget	2,038,830
TOTAL BUDGET				5,776,686

RESERVE ACCOUNTS

RESERVES FUNDS

Reserve for Public Health Emergency	500,000
Reserve for Replacements and Emergency Reconstruction	1,000,000
Reserve for Vehicle and Large Equipment Replacement Fund	850,000
Reserve for IT Equipment Replacements	80,000
Reserve for OPEB	250,000
Total Reserve Funds	2,680,000

LB-Laboratory; OP-Operation; AD-Administration

CAPITAL FUND

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY2012-13 - FUND NO. 02705 (CAPITAL PROJECT FUND)
07/01/12**

BUDGET SUMMARY

<u>Acct No.</u>	<u>SERVICES</u>	
5188	Other Misc Expenses	1,860
5233	Special Tools/Instruments	1,300
5428	Misc Repair	218,000
5966	District Special Expense	2,000
	Subtotal	223,160
	 <u>FIXED ASSETS</u>	
7311	Equipment	162,934
	Subtotal	162,934
	 TOTAL CAPITAL OPERATIONAL BUDGET	 386,094
	 <u>CONTINGENCIES</u>	
8611	Contingency Funds	12,066
	 TOTAL CAPITAL PROJECT BUDGET	 398,160

LB-Laboratory; OP-Operation; AD-Administration
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**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY2012-13 - FUND NO. 02705 (CAPITAL PROJECT FUND)
07/01/12**

BUDGET DETAIL

SERVICES DETAIL

Acct No.	Sub Code	Dept Code	Description	Subtotal
5188			<u>Other Misc Expenses</u>	
	A2	AD	Union Bank Fees	1,860
			Total Other Misc Expenses 5188	1,860
5233			<u>Special Tools (non-fixed asset)</u>	
	B1	OP	Trimmer - Stihl HS-85	1,300
			Total Special Tools (non-fixed asset) 5233	1,300
5428			<u>Misc Repairs and Maintenance (non-fixed asset)</u>	
	A3	AD	Yard Paving Slurry Mixture	7,000
	A4	AD	Landscape Upgrade	10,000
	A5	AD	Project Engineer and Architectual Fees	6,000
	A9	AD	Misc Building Repairs	20,000
	A10	AD	Earthquake Retrofit	175,000
			Total Misc Repairs and Maintenance (non-fixed asset) 5428	218,000
5966			<u>District Special Expense</u>	
	A3	AD	Office Printer	2,000
			Total District Special Expense 5966	2,000
TOTAL SERVICES				223,160

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**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
BUDGET FOR FY2012-13 - FUND NO. 02705 (CAPITAL PROJECT FUND)
07/01/12**

BUDGET DETAIL

FIXED ASSETS DETAIL

Acct No.	Sub Code	Dept Code	Description	Subtotal
7311			<u>EQUIPMENT</u>	
			<u>Administrative Equipment</u>	
A2	AD		Computer Equipment Lab	4,000
A3	AD		Computer Equipment Admin	4,000
A4	AD		Replacement Technician Laptops (4)	7,000
A5	AD		Servers, Key System Computer	15,500
			subtotal Administrative Equipment	30,500
			<u>Vehicular Equipment</u>	
B1	OP		Trucks (2013 New Truck & Jeep)	80,000
B6	OP		Airboat Motor & Parts	17,934
			subtotal Vehicular Equipment	97,934
			<u>Lab & Ops Equipment</u>	
C1	LB		Lab Equipment	18,500
C3	LB		Revco Freezer	15,000
C4	LB		Insectary Freezer	1,000
			subtotal Lab & Ops Equipment	34,500
TOTAL FIXED ASSETS				162,934

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